



## **USER GUIDE**

# **SNPLMA MANAGEMENT AND REPORTING TOOL (SMART)**

**SNPLMA's Web-Based Quarterly Reporting Database  
Version 7**

**March 2018**

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## ACCESSING THE “SMART” APPLICATION

You will be provided a Logon ID and set up to get access to External BASS, the BLM secure website that hosts SMART, using Internet Explorer (versions higher than 8 are recommended). *SMART and BASS are two different things try not to confuse the two.*

The URL to SMART through External BASS is: <https://www.bass.blm.gov/bass2/login.do?dispatch=preparePage>

After you are set you up as a user in BASS and SMART, the BASS system will send you an email with a temporary password. The sender will appear as **BASSAdmin@blm.gov**. You will need to use this “temporary” password within 48 hours or it will expire and you will have to contact the SMART Database Administrator (DBA), Deb at [dackerman@blm.gov](mailto:dackerman@blm.gov), to reset the password which will signal BASS to generate a new temporary password.

- Enter the above noted URL in Internet Explorer and log on, using your logon ID and the temporary password.

**BLM Application Security System**

**External Production**

WARNING TO USERS OF THIS SYSTEM

THIS IS A NOTICE OF MONITORING OF THE DEPARTMENT OF THE INTERIOR (DOI) INFORMATION SYSTEMS. This computer system, including all related equipment, networks, and network devices (including Internet access), is provided by the Department of the Interior (DOI) in accordance with the agency policy for official use and limited personal use.

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By logging into this agency computer system, you acknowledge and consent to the monitoring of this system. Evidence of your use, authorized or unauthorized, collected during monitoring may be used for civil, criminal, administrative, or other adverse action. Unauthorized or illegal use may subject you to prosecution.

**Login**

User:

Password:

**Login** **User SmartCard**

*Notice to BASS users wanting to enable SmartCard authentication. Please read the BASS SmartCard authentication setup guide [here](#) for instruction on how to enable login using their BLM issued SmartCard. Please be aware that once SmartCard authentication has been enabled for your account it will be the only method by which you will be able to login into BASS!*

This page was created by the  
U.S. Bureau of Land Management  
National Operations Center  
Denver Federal Center  
Denver, CO 80225  
Phone: 1-800-BLM-HELP

If you experience any difficulties logging into BASS, please contact your User Representative for the application you are trying to access. If you do not know who your User Representative is, please contact 1-800-BLM-HELP  
[Download Adobe Acrobat Reader](#)  
Department of the Interior

This is a U.S. Government Computer System. Before continuing, please read this [disclaimer](#), [privacy statement](#), and [acceptable use policy](#).

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### IMPORTANT NOTES

1. If you are logging in from an “internal “ BLM network make sure that when you enter the URL you see the words “External Production” on the screen.
2. Consider carefully when switching to using your Smart Card and pin for access. Once you switch, that will be the only way to access External BASS and ultimately SMART. Our recommendation is that you DO NOT change to this type of access.

## Create a new, unique password.

When creating your password, note the Password Rules. **Passwords will have to be changed every 60 days.** You will not be allowed to take advantage of any of the last 24 passwords you may have previously used. This requirement to change your password every 60 days is one that comes from the NOC (National Operations Center) it is not something we can change.



The screenshot shows the 'BLM Application Security System' interface. At the top, a banner reads 'Your password was reset. Please change your password!'. Below this, there are two main sections: 'Change Password' and 'Password Rules'. The 'Change Password' section contains fields for 'New Password:' and 'Confirm Password:', followed by a 'Save' button. The 'Password Rules' section lists the following requirements:

- Minimum of 1 numeric character
- Minimum of 1 Upper Case character
- Minimum of 1 Lower Case character
- Minimum of 1 Special (!@#\$, etc) character
- Minimum of 2 characters not found in the old password
- Maximum of 4 repeated characters
- Requires minimum 12 characters in length (Password will expire in 60 days)

The system will notify you when your password is about to expire. You will get this notice daily starting five days prior to the expiration of your password. Here is a sample of the email that you would receive:

From: [BASSAdmin@blm.gov](mailto:BASSAdmin@blm.gov) [mailto:[BASSAdmin@blm.gov](mailto:BASSAdmin@blm.gov)]  
Sent: Thursday, June 04, 2015 11:00 PM  
To: Joan Smith  
Subject: BASS: Password Expiration Notification

Dear BASS User (jsmith):

Our system indicates that your BASS password expires IN 5 DAYS. In order to avoid your password expiring, which then requires submitting a Help Desk ticket to have it reset, please log into BASS ([www.bass.blm.gov/bass2/](http://www.bass.blm.gov/bass2/)) and reset your password.

Please do not reply to this email, as we are unable to respond to messages sent to this address.

### IMPORTANT NOTES

1. If it does expire, **DO NOT**, put in a Help Desk ticket, you need only contact the SMART Database Administrator (DBA), Deb at [dackerman@blm.gov](mailto:dackerman@blm.gov), to have your password reset.

You can change your password at any time you don't have to wait for a notice to do so.

## Resetting your password.

Go to the SMART application and login, before your password has expired, and choose My Profile.



After logging on, you will see a screen like the one below.



You will now click on the drop-down arrow and choose "Change Password"







The screenshot shows the 'My Profile' section of the BLM Application Security System. It includes a navigation bar with links: My Applications, My Profile, Edit Users, Edit Applications, Help, and Logout. The 'My Profile' section contains a form with the following fields: User (DACKERMAN), Email (dackerman@blm.gov), and an Action dropdown menu set to 'Change Password'. There are 'Save' and 'Cancel' buttons. To the right of the profile form is a 'Change Password' section with 'New Password' and 'Confirm Password' input fields and a 'Save' button. Further right is a 'Password Rules' box with a list of requirements: Minimum of 1 numeric character, Minimum of 1 Upper Case character, Minimum of 1 Lower Case character, Minimum of 1 Special (!@#\$, etc) character, Minimum of 2 characters not found in the old password, Maximum of 4 repeated characters, and Requires minimum 12 characters in length (Password will expire in 60 days). A red arrow points from the 'Password Rules' box down to the text below.

**BLM Application Security System**

My Applications My Profile Edit Users Edit Applications [Help](#) [Logout](#) External Production

**My Profile**

User: DACKERMAN

Email: dackerman@blm.gov

[Save](#) [Cancel](#)

Action: Change Password

**Change Password**

New Password:

Confirm Password:

[Save](#)

**Password Rules**

- Minimum of 1 numeric character
- Minimum of 1 Upper Case character
- Minimum of 1 Lower Case character
- Minimum of 1 Special (!@#\$, etc) character
- Minimum of 2 characters not found in the old password
- Maximum of 4 repeated characters
- Requires minimum 12 characters in length (Password will expire in 60 days)

Enter your new password two (2) times making sure to follow the “Password Rules”.



The screenshot shows a confirmation message from the BLM Application Security System. The message states: 'You successfully changed your password. Please click here to continue...'. There is a 'Continue' button next to the message. The navigation bar at the top is the same as in the previous screenshot.

**BLM Application Security System**

You successfully changed your password. Please click here to continue... [Continue](#)

You will get a confirmation of the change and then click on “Continue” where you will then select the SMART Application.



The screenshot shows the 'SMART' application selection screen. The navigation bar is the same. Below the navigation bar, there is a section titled 'SMART'. Under this section, there is a list of applications: 'SMART Production'. A red arrow points to 'SMART Production'.

**BLM Application Security System**

My Applications My Profile Edit Users Edit Applications [Help](#) [Logout](#) External Production

**SMART**

[SMART Production](#)

➤ Click on “SMART Production” to enter the application.

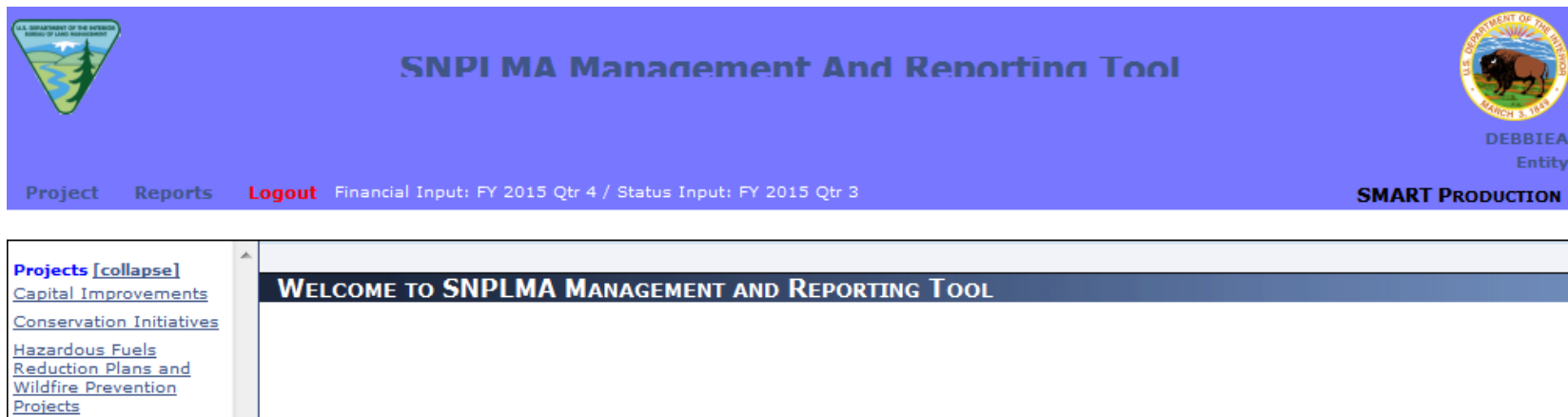
The first screen you will see is a Welcome Screen, which should display as shown below:



This screen has some information that can be very helpful. It shows you your User ID, Role, and what application you are in, and you can look up here to see the current period you are reporting on. In this example, you are entering your financial information for FY2018 Q2 and entering your status updates for work accomplished in FY2018 Q1. This display is at the top for every screen so you will always know what is being required of you.

### BROWSER SETTINGS

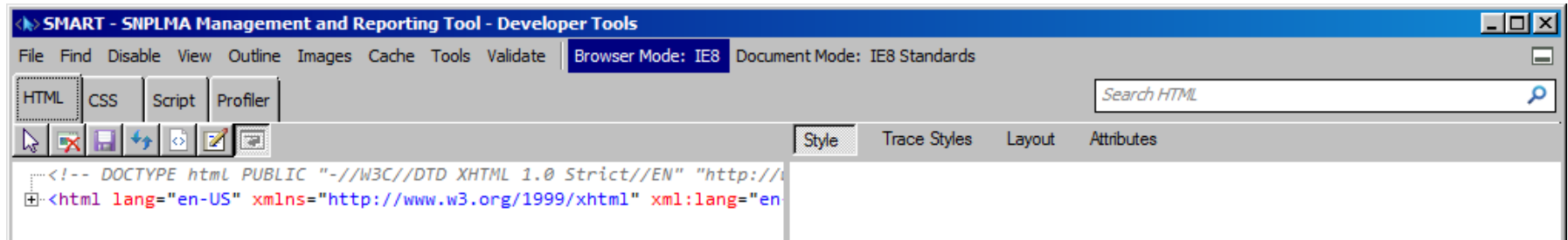
If your browser is a version of Internet Explorer that is displaying the top of your screen as a solid color, as shown below, you will need to change the browser settings so that SMART will display appropriately.



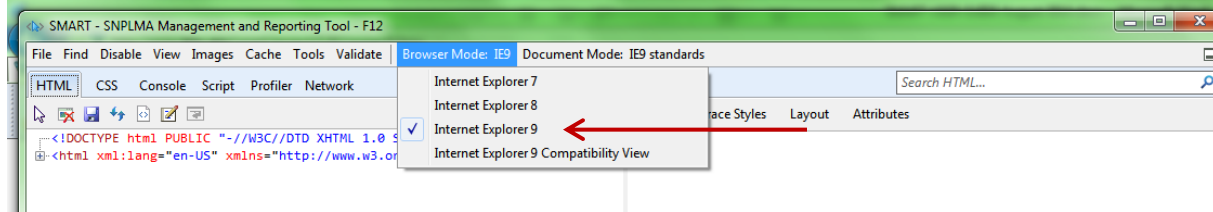
➤ Press the F12 key.

## IE8 or Internet Explorer 8

Users with a screen that looks like this.

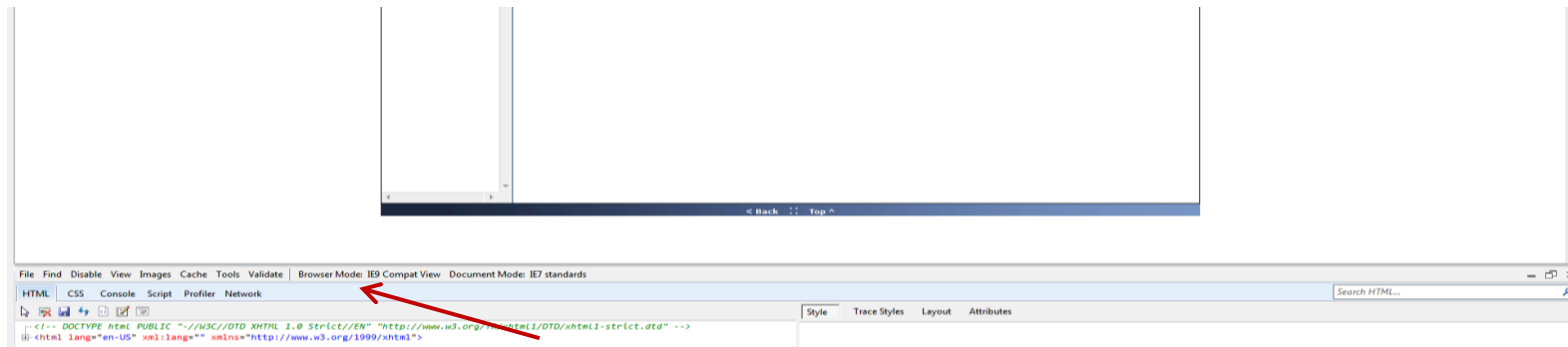


➤ Click on Browser Mode then check “Internet Explorer 8” to display the welcome screen properly.



## IE9 or Internet Explorer 9

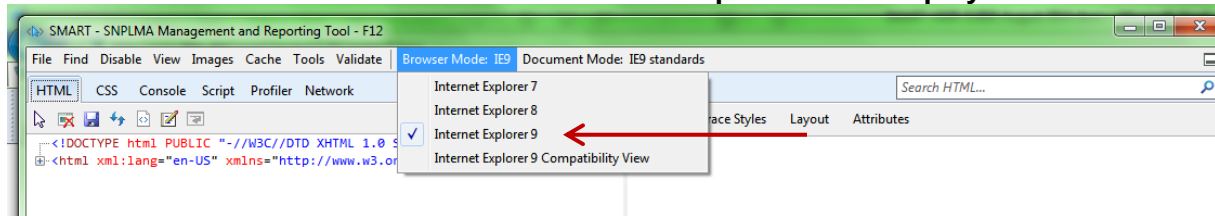
Users with get a display along the bottom of their screen that looks like this.



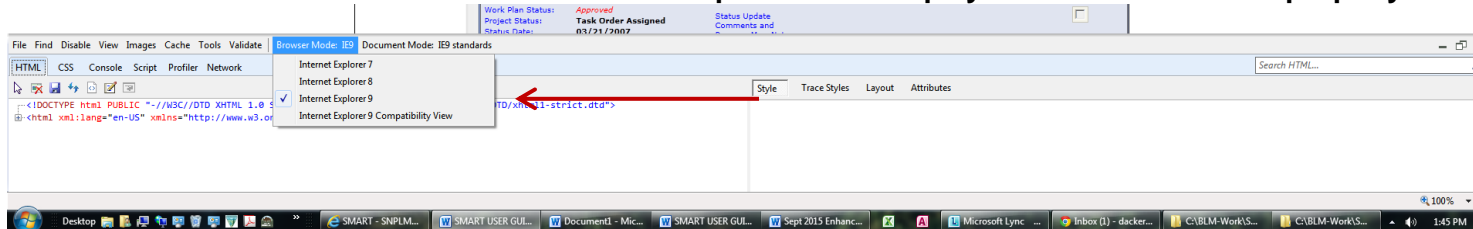
Browser Mode will read “Browser Mode: IE9 Compat View”. To view the application screens correctly and ensure functionality, you must change the Browser Mode to straight “Internet Explorer 8 or 9”.



- Click on Browser Mode then check “Internet Explorer 8” to display the welcome screen properly.



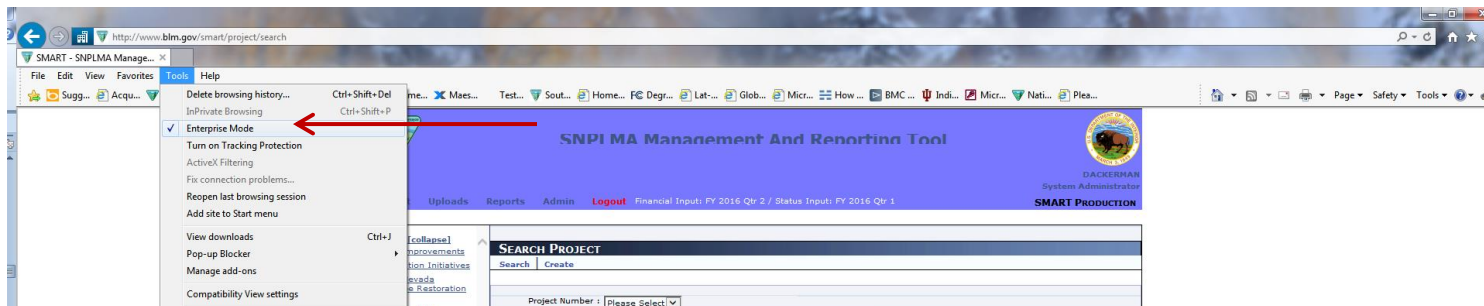
- Click on Browser Mode then check “Internet Explorer 9” to display the welcome screen properly



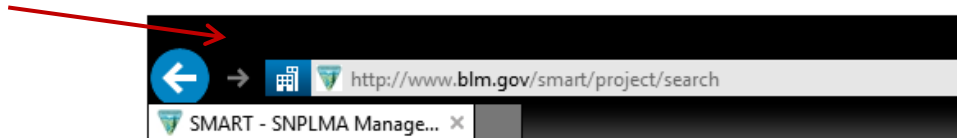
## IE11 or Internet Explorer 11

IE 11 presents yet another challenge when it comes to the display. One way to help minimize this is to make sure to set your browser to “Enterprise Mode”

- Click on Tools from the menu at the upper left side of your screen and make sure that you have a check mark by “Enterprise Mode”



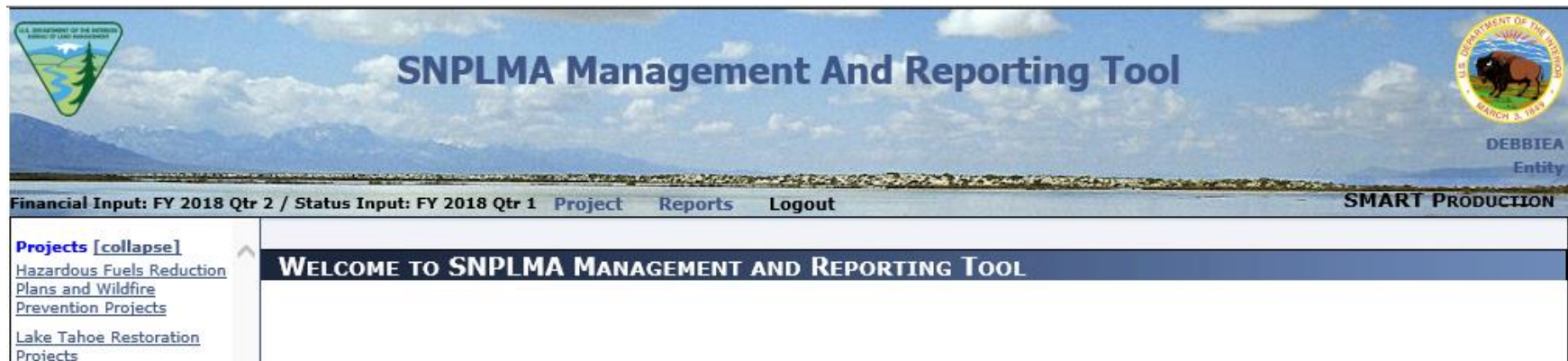
Checking for Enterprise Mode may be needed after a screen changes. You can easily see if you are in Enterprise Mode by looking for the 2 buildings visible on the address bar area.



**Please Note:** The SMART application will “time-out” after 15 minutes of inactivity. This will require you to login again. This is a BASS security requirement by the National Operations Center(NOC) in Denver and is not something that SNPLMA can change.

**NOTE:** Internet Explorer has many versions available and we cannot control who is running what. Anything above IE9 “works” but the display of fields may not always line up/look pleasing. “Firefox” cannot be used to view or use SMART.

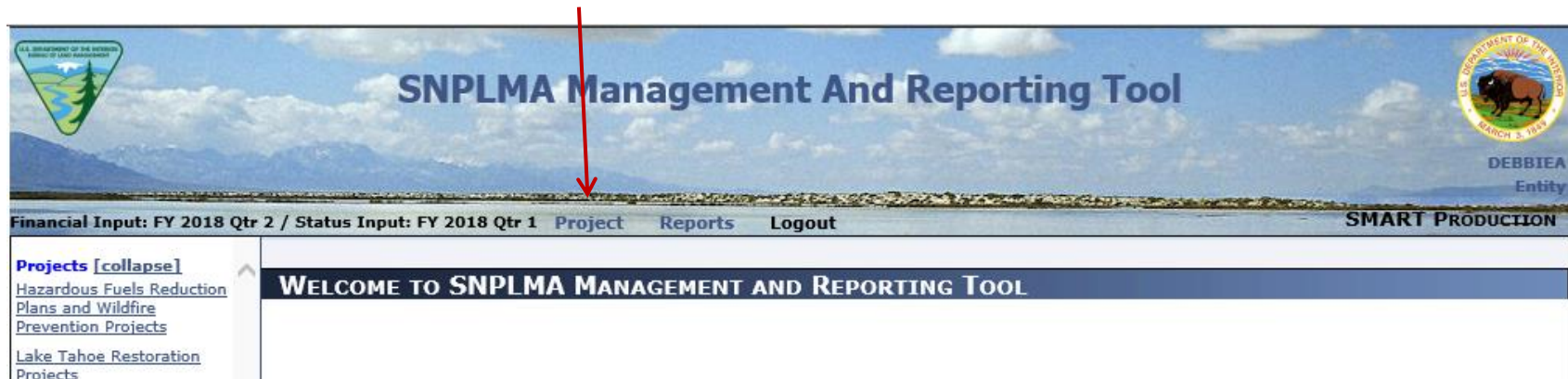
## LOCATING PROJECTS



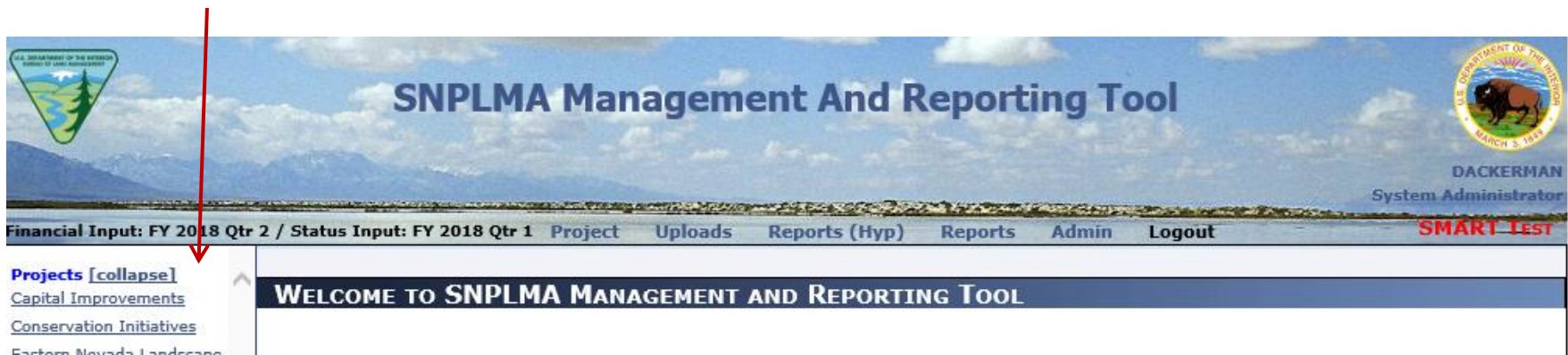
There are two ways to access projects.

**Method 1 (Preferred) Project Search:** Use the “Project” selection in the top menu bar to search using selected parameters.

➤ **Click on the desired Category.** This will expand the category to show active projects within the category (those not yet closed or terminated). The screen shot below shows the active Forest Service projects in the Capital Improvements category. Categories with many active projects may require use of the scroll bar to see all projects.



**Method 2 Dropdown List Search:** Select the desired project from the category dropdown list on the left side of the Welcome Screen.



- Click on “Project” in the top menu.

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SNPLMA Management And Reporting Tool

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MARCH 3, 1909

DEBBIEA  
Entity

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 **Project** Reports Logout

SMART PRODUCTION

**Projects** [collapse]  
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)  
[Lake Tahoe Restoration Projects](#)

**SEARCH PROJECT**

Search |

Project Number : Please Select ▼

Sub Activity : Please Select ▼

Round : Please Select ▼

Managing Entity : Please Select ▼

Status : Please Select ▼

Search Reset

(Note: Selecting parameters here will help to narrow the search to what you are looking for. However, if you wish to see all of the active projects you can hit the Search Button without any selections and get everything.)

- **Select desired parameters** – There are ways to narrow your search and get a smaller list to look at. For example, if you want to look at completed (CM) projects vs. (TO) (Active/Task Order Assigned projects”) you would choose “Completed” from the drop-down list to get a list of all the projects with CM status. (Note: Selection choices included on the drop-down list of status’ are all of the choices that are available. However, the Entity User role will not be able to select and view Closed(CL) or Terminated(TR) projects.)



Remember you can see your “Role” in the upper right hand part of the screen.

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# SNPLMA Management And Reporting Tool

DEBBIEA Entity

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

## SEARCH PROJECT

Search |

Project Number :

Sub Activity :

Round :

Managing Entity :

Status :

- Please Select
- Closed
- Completed
- Expired
- Funds Available
- On Hold
- Task Order Assigned
- Terminated

[Projects \[collapse\]](#)  
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)  
[Lake Tahoe Restoration Projects](#)

This method is preferred for locating a project because it narrows the results so you can find the project you’re looking for without having to scroll through multiple screens. You can also just type in a “Project Number” if you know it and just Search for that one project. If you’re only looking for Round 16 projects select 16 from the Round option and then search.



➤ **Click “Search”** The sample below selected the Conservation Initiatives category and Round 11 as the parameters. The result was the sole active Round 11 project, BR72. **This screen gives you a good snapshot of the project and basic status information as well as program manager’s comments and instructions, if applicable.**

SEARCH PROJECT

Search

Project Number : Please Select

Sub Activity : Conservation Initiatives

Round : 11

Managing Entity : Please Select

Status : Please Select

Search

Reset

One item found.

Program Category	PPP Sub	Project Of Concern: No	Round	Priority	Managing (Lead) Entity	Project #
Conservation Initiatives		Focus POC: Yes POC Color: Green	11	1	Bureau of Reclamation	BR72

Project Name

Cultural Site Stewardship for Clark County, Nevada

Work Plan Status: Approved

Project Status: Completed

Status Date: 08/04/2014

Current Project End Date: 03/31/2014

Status Update

Comments and Program Mgr. Notes:

Project Manager:

Project Menu

SNAP Lead

SNAP

The next screen shot shows what is returned when “Project Menu” is selected, in this case for BR72 in Conservation Initiatives.



# SNPLMA Management And Reporting Tool



DACKERMAN  
System Administrator

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Uploads](#) [Reports \(Hyp\)](#) [Reports](#) [Admin](#) [Logout](#)

SMART TEST

## Projects [\[collapse\]](#)

[Capital Improvements](#)

[Conservation Initiatives](#)

[Eastern Nevada Landscape  
Restoration Project](#)

[Environmentally Sensitive  
Land Acquisitions](#)

[Hazardous Fuels Reduction  
Plans and Wildfire  
Prevention Projects](#)

[Lake Tahoe Restoration  
Projects](#)

[Multi-Species Habitat  
Conservation Plans](#)

[Parks, Trails, and Natural  
Areas](#)

[Pre-Proposal Planning  
\(PPP\)](#)

[Santini-Burton](#)

[Virgin River Habitat  
Conservation Restoration  
Plan and Ground Water  
Monitoring](#)

[Return to Project Search Results](#)

## PROJECT MENU: (BR72, 11-1, CULTURAL SITE STEWARDSHIP FOR CLARK COUNTY, NEVADA)

**Work Plan Approved. Work Plans are  
viewable from the Reports Menu.**

[Quarterly Status Update](#)

[FY 2017 Annual Accomplishments](#)

[Enter Annual Accomplishments](#)

[Funding Processes](#)

[Project Contacts](#)

[Project](#)

[Project Priority](#)

## Project Information

**Project Of Concern:** No  
**Project Status:** Closed  
**Status Date:** 09/19/2014  
**Status Update  
Comments and Program  
Mgr. Notes:**

**Work Plan Status:** Approved  
**Current End Date:** 03/31/2014

**Project Number as the Sole Search Parameter:** Selecting only a project number will result in a list of all active projects your access allows for you to see, regardless of category, with that project number. The sample below for FW15 resulted in two projects, one a Capital Improvement and one an interagency Conservation Initiative.

**SNPLMA Management And Reporting Tool**

ACKDEB  
Program Manager

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Admin](#) [Logout](#) **SMART PRODUCTION**

**Projects** [\[collapse\]](#)

- [Capital Improvements](#)
- [Conservation Initiatives](#)
- [Eastern Nevada Landscape Restoration Project](#)
- [Environmentally Sensitive Land Acquisitions](#)
- [Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)
- [Lake Tahoe Restoration Projects](#)
- [Multi-Species Habitat Conservation Plans](#)
- [Parks, Trails, and Natural Areas](#)
- [Pre-Proposal Planning \(PPP\)](#)
- [Santini-Burton](#)
- [Virgin River Habitat Conservation Restoration Plan and Ground Water Monitoring](#)

**SEARCH PROJECT**

[Search](#) [Create](#)

Project Number : FW15  [←](#)

Sub Activity : Please Select

Round : Please Select

Managing Entity : Please Select

Status : Please Select

[Search](#) [Reset](#)

2 items found, displaying all items.

Program Category	PPP Sub	Project Of Concern: No	Round	Priority	Managing (Lead) Entity	Project #
<b>Capital Improvements</b>		Focus POC: No	4	22	Fish and Wildlife Service	FW15
<b>Project Name</b> <b>Boundary Fencing</b>						<a href="#">Project Menu</a> SNAP Lead <input type="checkbox"/> SNAP <input type="checkbox"/>
<b>Work Plan Status:</b> <i>Approved</i> <b>Project Status:</b> <b>Closed</b> <b>Status Date:</b> 10/09/2012 <b>Current Project End Date:</b> 06/30/2012		<b>Status Update</b> <b>Comments and Program Mgr. Notes:</b> <b>Project Manager:</b> Amy Sprunger				
<b>Conservation Initiatives</b>		Focus POC: No	5	4	Fish and Wildlife Service	FW15
<b>Project Name</b> <b>Take Pride in America - Increasing Community Understanding of our Public Lands and Providing Place-based Learning Opportunities for Improved Student A</b>						<a href="#">Project Menu</a> SNAP Lead <input type="checkbox"/> SNAP <input checked="" type="checkbox"/>
<b>Work Plan Status:</b> <i>Approved</i> <b>Project Status:</b> <b>Closed</b> <b>Status Date:</b> 04/30/2014 <b>Current Project End Date:</b> 03/31/2014		<b>Status Update</b> <b>Comments and Program Mgr. Notes:</b> <b>Project Manager:</b> Angelina Yost				

## ACCESSING PROJECT MENU SELECTIONS

After locating the project you want to update, you need to access the project menu.

- Click on the “Project Menu” box to the right next to the project number.

**Projects** [collapse]

- Capital Improvements
- Conservation Initiatives
- Eastern Nevada Landscape Restoration Project
- Environmentally Sensitive Land Acquisitions
- Hazardous Fuels Reduction Plans and Wildfire Prevention Projects
- Lake Tahoe Restoration Projects
- Multi-Species Habitat Conservation Plans
- Parks, Trails, and Natural Areas
- Pre-Proposal Planning (PPP)
- Santini-Burton
- Virgin River Habitat Conservation Restoration Plan and Ground Water Monitoring

### SEARCH PROJECT

[Search](#) | [Create](#)

Project Number : FW15

Sub Activity : Please Select

Round : Please Select

Managing Entity : Please Select

Status : Please Select

[Search](#) [Reset](#)

2 items found, displaying all items.

Program Category	PPP Sub	Project Of Concern: No	Round	Priority	Managing (Lead) Entity	Project #
Capital Improvements		Focus POC: No POC Color: Green	4	22	Fish and Wildlife Service	FW15
<b>Project Name</b> Boundary Fencing						<a href="#">Project Menu</a> SNAP Lead <input type="checkbox"/> SNAP <input type="checkbox"/>
Work Plan Status: <i>Approved</i> Project Status: <b>Closed</b> Status Date: 10/09/2012 Current Project End Date: 06/30/2012						Status Update Comments and Program Mgr. Notes: Project Manager: Amy Sprunger
Program Category	PPP Sub	Project Of Concern: No	Round	Priority	Managing (Lead) Entity	Project #
Conservation Initiatives		Focus POC: No POC Color: Green	5	4	Fish and Wildlife Service	FW15
<b>Project Name</b> Take Pride in America - Increasing Community Understanding of our Public Lands and Providing Place-based Learning Opportunities for Improved Student A						<a href="#">Project Menu</a> SNAP Lead <input type="checkbox"/> SNAP <input checked="" type="checkbox"/>
Work Plan Status: <i>Approved</i> Project Status: <b>Closed</b> Status Date: 04/30/2014 Current Project End Date: 03/31/2014						Status Update Comments and Program Mgr. Notes: Project Manager: Angelina Yost

The Project Menu screen will be displayed. The sample below is for a Hazardous Fuels Project Round 15-3.

The Project Menu screen has five menu boxes available to Entity users.

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1ProjectReportsAdminLogoutSMART PRODUCTION

Projects [collapse]

[Capital Improvements](#)

[Conservation Initiatives](#)

[Eastern Nevada Landscape Restoration Project](#)

[Environmentally Sensitive Land Acquisitions](#)

[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)

[Lake Tahoe Restoration Projects](#)

[Multi-Species Habitat Conservation Plans](#)

[Parks, Trails, and Natural Areas](#)

[Pre-Proposal Planning \(PPP\)](#)

[Santini-Burton](#)

[Virgin River Habitat Conservation Restoration Plan and Ground Water Monitoring](#)

[Return to Project Search Results](#)

PROJECT MENU: (NT03, 15-3, NORTH TAHOE AND MEEKS BAY CWPP IMPLEMENTATION)

Work Plan Approved. Work Plans are viewable from the Reports Menu.

Quarterly Status Update

FY 2017 Annual Accomplishments

Enter Annual Accomplishments

Funding Processes

Project Contacts

Project Information

Project Of Concern:No

Project Status:Task Order Assigned

Status Date:07/06/2016

Status Update Comments and Program

Mgr. Notes:

Work Plan Status:Approved

Current End Date:07/06/2022

Please complete the project contacts.





If trying to access the “Project Menu” and you encounter this screen view it is because you are logged into SMART when it is closed for input. You can still run reports and get info should you need to.

PROJECT MENU: (NP93, 12-1, LEHMAN CAVE VISITOR CENTER CAMPUS, ACCESS & FIRE SAFETY)		
No Access For WorkPlan.	No Access For Quarterly Status.	No Access For Annual Accomplishments.
No Access For Fund Requests.	Project Contacts	

## Project Information

If you find that you need to enter something you will either need to wait until it is open or contact your Program Manager and discuss you needs with him/her.

From top left to right, the menu boxes are:

**Work Plan:** The Work Plan menu box (first block, top row) is only available when a new workplan is required for a new project or if the Program Manager (PM) has indicated that updates to the Workplan are needed.

**Quarterly Status Update:** This menu box provides access to enter all quarterly status information: percent complete overall, percent complete by deliverable, actual start and end dates for deliverables, and narrative status comments.

**Annual Accomplishments:** This menu box has two selections. The top selection is to display the previous year's annual accomplishment for reference only and is not to be edited. The second selection is for entering the current fiscal year's annual accomplishment's and where you enter your Performance Measures. There is also a checkbox labeled "Final Overall Accomplishment" to indicate that the information entered is the overall project accomplishment description required upon closeout of the project.

**Funding Processes:** This menu box allows you to enter the current funding needs for your projects and where you to enter the amount obligated/expended dollars.

**Project Contacts:** This menu box allows you to verify or update project contact information. Please confirm each quarter that this information (names, email addresses, phone numbers) are correct. This choice is available regardless of whether SMART is open or not. Note: You can only have one Project Manager if you are entering a new one delete the old one first.

**Navigating the Project Menu Screen:** In the example below, the "Funding Processes" menu box has been accessed. To return to the Project Menu Screen, click the blue "Project Menu" selection above the title bar.

**SNPLMA Management And Reporting Tool**

ACKDEB  
Program Manager

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Admin Logout SMART PRODUCTION

**Projects [collapse]**

- Capital Improvements
- Conservation Initiatives
- Eastern Nevada Landscape Restoration Project
- Environmentally Sensitive Land Acquisitions
- Hazardous Fuels Reduction Plans and Wildfire Prevention Projects
- Lake Tahoe Restoration Projects
- Multi-Species Habitat Conservation Plans
- Parks, Trails, and Natural Areas
- Pre-Proposal Planning (PPP)
- Santini-Burton

**Project Menu**

**FUNDING SUMMARY: (NT03, 15-3, NORTH TAHOE AND MEEKS BAY CWPP IMPLEMENTATION)**

**BALANCE AVAILABLE FOR CURRENT FUNDING REQUESTS**

TOTAL AMOUNT AVAILABLE :	\$ 450,000.00
Amount Reimbursed/Disbursed thru 12/31 :	\$ 0.00
BALANCE AVAILABLE for CURRENT REQUESTS :	\$ 450,000.00
Percentage of Total :	100.00%

**BALANCE AVAILABLE FOR FUTURE FUNDING REQUESTS**

TOTAL AMOUNT AVAILABLE :	\$ 450,000.00
Amount Reimbursed/Disbursed thru 12/31 :	\$ 0.00
Projected ASAP Request :	\$ 5,000.00
BALANCE AVAILABLE for FUTURE REQUESTS :	\$ 445,000.00
Percentage of Total :	98.89%

ASAP

If the Project Menu Screen was accessed using the “Project” menu and selected parameters, you can move to another project in the same search. ➤ Click on “Return to Search Results” above the title row on the Project Menu Screen.

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 **Project** Reports Admin Logout **SMART PRODUCTION**

[Return to Project Search Results](#)

**PROJECT MENU: (NT03, 15-3, NORTH TAHOE AND MEEKS BAY CWPP IMPLEMENTATION)**

Work Plan Approved. Work Plans are viewable from the Reports Menu.	Quarterly Status Update	FY 2017 Annual Accomplishments Enter Annual Accomplishments
Funding Processes	Project Contacts	Project Priority

**Project Information**

<b>Project Of Concern:</b>	No	<b>Work Plan Status:</b>	Approved
<b>Project Status:</b>	Task Order Assigned	<b>Current End Date:</b>	07/06/2022
<b>Status Date:</b>	07/06/2016		
<b>Status Update</b>	Please complete the project contacts.		
<b>Comments and Program Mgr. Notes:</b>			

< Back Top ^

This will return you to the search results (see below) based on the parameters that had been previously entered.



# SNPLMA Management And Reporting Tool



Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1
Project Reports Admin Logout
ACKDEB  
Program Manager

SMART PRODUCTION

**Projects** [collapse]

[Capital Improvements](#)

[Conservation Initiatives](#)

[Eastern Nevada Landscape Restoration Project](#)

[Environmentally Sensitive Land Acquisitions](#)

[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)

[Lake Tahoe Restoration Projects](#)

[Multi-Species Habitat Conservation Plans](#)

[Parks, Trails, and Natural Areas](#)

[Pre-Proposal Planning \(PPP\)](#)

[Santini-Burton](#)

[Virgin River Habitat Conservation Restoration Plan and Ground Water Monitoring](#)

**SEARCH PROJECT**

Search
Create

Project Number :

Sub Activity :

Round :

Managing Entity :

Status :

Search
Reset

One item found.

Program Category	PPP Sub	Project Of Concern: No	Round	Priority	Managing (Lead) Entity	Project #
<b>Hazardous Fuels Reduction Plans and Wildfire Prevention Projects</b>		Focus POC: No	15	3	<b>North Lake Tahoe Fire Protection District</b>	NT03
		POC Color: <span style="background-color: green; color: white;">Green</span>				
<p><b>Project Name</b> North Tahoe and Meeks Bay CWPP Implementation</p>						
<p>Work Plan Status: <span style="color: red;">Approved</span></p> <p>Project Status: <b>Task Order Assigned</b></p> <p>Status Date: <b>07/06/2016</b></p> <p>Current Project End Date: <b>07/06/2022</b></p>		<p>Status Update Comments and Program Mgr. Notes: <span style="color: red;">Please complete the project contacts.</span></p> <p>Project Manager: <b>Mike Vollmer</b></p>				

[Project Menu](#)

SNAP Lead ☐

SNAP ☐

The user can now select another project to update from the original search by selecting "Project Menu" or locate a new project by entering new search parameters.



## STEP 1: CREATING A WORKPLAN FOR NEW PROJECTS

Locate the project for which a workplan is needed.

➤ Click on “Project Menu” then on the “Work Plan” menu box.

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Uploads](#) [Reports](#) [Admin](#) [Logout](#) **SMART PRODUCTION**

**Projects [collapse]**

- [Capital Improvements](#)
- [Conservation Initiatives](#)
- [Eastern Nevada Landscape Restoration Project](#)
- [Environmentally Sensitive Land Acquisitions](#)
- [Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)
- [Lake Tahoe Restoration Projects](#)
- [Multi-Species Habitat Conservation Plans](#)
- [Parks, Trails, and Natural Areas](#)
- [Pre-Proposal Planning \(PPP\)](#)
- [Santini-Burton](#)
- [Virgin River Habitat Conservation Restoration Plan and Ground Water Monitoring](#)

[Return to Project Search Results](#)

**PROJECT MENU: (FS80, 16-6, ENDEMIC AND SENSITIVE SPECIES BIOLOGICAL MITIGATIONS FOR SPRING MOUNTAINS NATIONAL RECREATION AREA CAPITAL IMPROVEMENT PROJECTS)**

<a href="#">Work Plan</a>	<a href="#">Quarterly Status Update</a>	<a href="#">FY 2017 Annual Accomplishments</a> <a href="#">Enter Annual Accomplishments</a>
<a href="#">Funding Processes</a>	<a href="#">Project Contacts</a>	

**Project Information**

<b>Project Of Concern:</b>	No	<b>Work Plan Status:</b>	Updates Needed
<b>Project Status:</b>	Task Order Assigned	<b>Current End Date:</b>	09/30/2022
<b>Status Date:</b>	10/01/2017		
<b>Status Update</b>			
<b>Comments and Program</b>			
<b>Mgr. Notes:</b>			



The following screen displays with the message that no results were found because no deliverables, tasks, or subtasks have yet been entered.

➤ Click on Create New Deliverable

The screenshot shows the 'SNPLMA Management And Reporting Tool' interface. The header includes the BLM logo, the title 'SNPLMA Management And Reporting Tool', and the user 'DACKERMAN System Administrator'. The navigation bar shows 'Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1' and links for 'Project', 'Uploads', 'Reports', 'Admin', and 'Logout'. The 'SMART PRODUCTION' logo is in the top right. On the left, a sidebar lists project categories like 'Capital Improvements', 'Conservation Initiatives', etc. The main content area has a 'Project Menu' tab and a title bar 'WORK PLAN/DELIVERABLE: (CC02, 4-1, MSHCP FY2003 AND FY2004)'. Below this is a 'Create New Deliverable' button with a red arrow pointing to it. A message below the button states: '• No results were found matching the given criteria.' with a red arrow pointing to it. The 'Project Description' section below says: 'Project funding to support the 2003-2004 MSHCP Biennium. This project has been completed.'

➤ Select a deliverable from the drop down menu for “Deliverable Description.”

This screenshot shows the same interface as the previous one, but with the 'List Deliverables' dropdown menu open. The dropdown menu is titled 'Please Select' and contains a list of deliverable options. A red arrow points to the dropdown menu. The options listed are: 'Additional Funding', 'Administer Grant, Contract or Agreement', 'Business Waiver', 'Conservation Management Development and Planning', 'Cooperative Agreement or IGO', 'Final Payment to Contractor/Agency', 'Final Report to BLM SNPLMA Office', 'Geographic Data and Related Products', 'Habitat Restoration and Enhancement/On-the-ground Mitigation', 'Inventory, Research, Monitoring', 'Land Use Management Plan/Strategies', 'National Environmental Policy Act Analysis (EA or EIS)', 'National Historic Preservation Act Analysis (Section 106 Consultation)', 'Other', 'Pre-Award Planning, Scoping, and Budgeting Activities', 'Prepare/Award Contract, Bid or Agreement', 'Project Closeout', 'Project Completion Notice', 'Public Information and Education Programs', 'Scope Change', and 'Time Extension'. The 'Project Description' section remains visible below the dropdown.

- Enter the Target Start and Target End Dates; Comments if needed. ➤ Click “Save”

A message will be displayed that the deliverable has been saved successfully, and the date modified will display.

Review your entry. If you need to make a change to the entered dates or comments, do so and then click update. When you are satisfied with the deliverable entry, you can move on to entering tasks/subtasks for this deliverable, or enter a new deliverable.

- Click on “List Deliverables” to enter tasks or subtasks for the deliverable.
- Click on “Create New Deliverable” to enter the next deliverable.



## SNPLMA Management And Reporting Tool

2 / Status Input: FY 2018 Qtr 1   [Project](#)   [Uploads](#)   [Reports](#)   [Admin](#)   [Logout](#)

**Project Menu** |

**EDIT WORK PLAN/DELIVERABLE: (CC02, 4-1, MSHCP FY2003 AND FY2004)**

[List Deliverables](#)   [Create New Deliverable](#)

• Deliverable was saved successfully.

**Deliverable Number \***:

**Deliverable Description \***:

**Target Start Date**:

**Target End Date**:

**Modified Date**:

**Comments**:

➤ Click “Create Tasks.”

## SNPLMA Management And Reporting Tool

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1   [Project](#)   [Uploads](#)   [Reports](#)   [Admin](#)   [Logout](#)

DACKERMAN  
System Administrator

**SMART PRODUCTION**

**Projects** [collapse]

[Capital Improvements](#)

[Conservation Initiatives](#)

[Eastern Nevada Landscape Restoration Project](#)

[Environmentally Sensitive and Acquisitions](#)

[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)

[Lake Tahoe Restoration Projects](#)

[Multi-Species Habitat Conservation Plans](#)

**Project Menu** |

**WORK PLAN/DELIVERABLE: (CC02, 4-1, MSHCP FY2003 AND FY2004)**

[Create New Deliverable](#)

**Project Description:**  
Project funding to support the 2003-2004 MSHCP Biennium. This project has been completed.

One item found.

Deliverable #	Description	Target Start Date	Target End Date	Comments	Modified Date	Actions
1	Conservation Management Development and Planning	05/05/2025	06/05/2025		03/01/2018	<a href="#">Insert</a>   <a href="#">Edit</a>   <a href="#">ListTasks</a>   <a href="#">CreateTask</a>

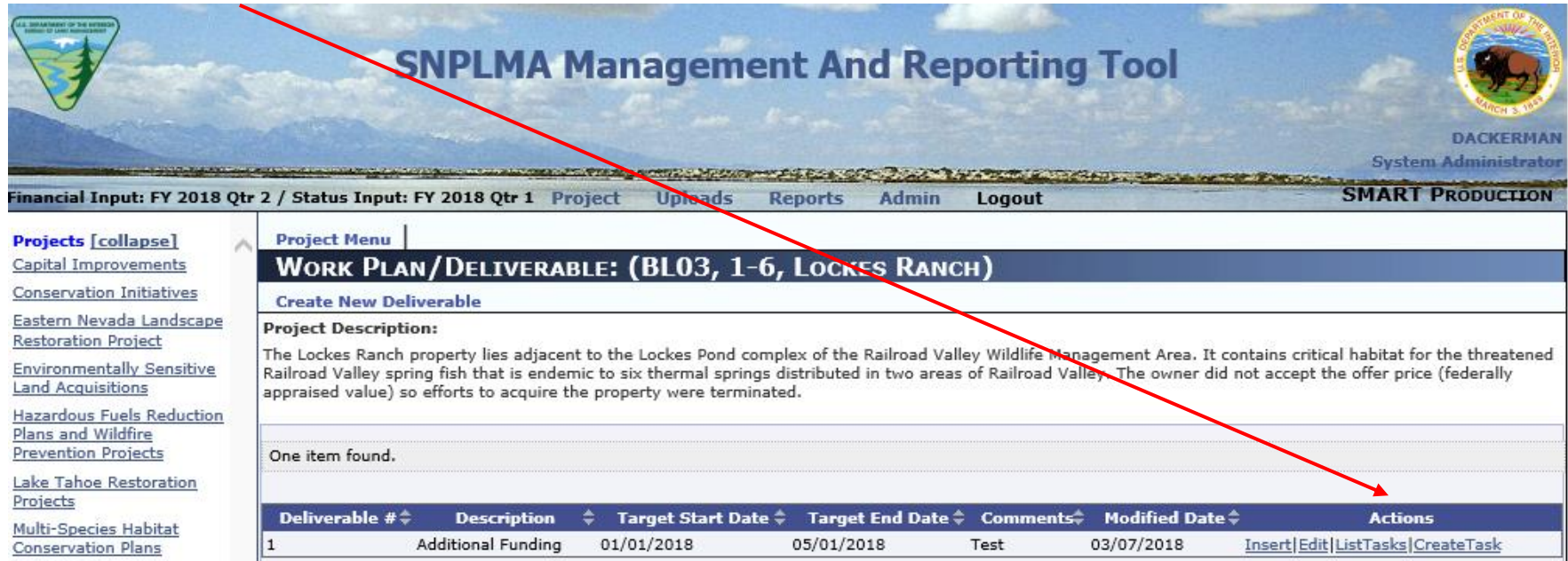
- Enter the task description and any comments.
- Select the Responsible Entity
- Click “Save”

A message will be displayed that the task has been saved, and the date modified will display.

Review your entry. If you need to make a change in the description or comments, do so and then click update. When you are satisfied with the task entry, you can move on to entering subtasks for this task, or enter a new task for the displayed deliverable.



- Click on “List Tasks” to enter subtasks or to create an additional new task for the deliverable.



**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Uploads](#) [Reports](#) [Admin](#) [Logout](#) **SMART PRODUCTION**

**Projects** [collapse]  
[Capital Improvements](#)  
[Conservation Initiatives](#)  
[Eastern Nevada Landscape Restoration Project](#)  
[Environmentally Sensitive Land Acquisitions](#)  
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)  
[Lake Tahoe Restoration Projects](#)  
[Multi-Species Habitat Conservation Plans](#)

**Project Menu**

**WORK PLAN/DELIVERABLE: (BL03, 1-6, LOCKES RANCH)**

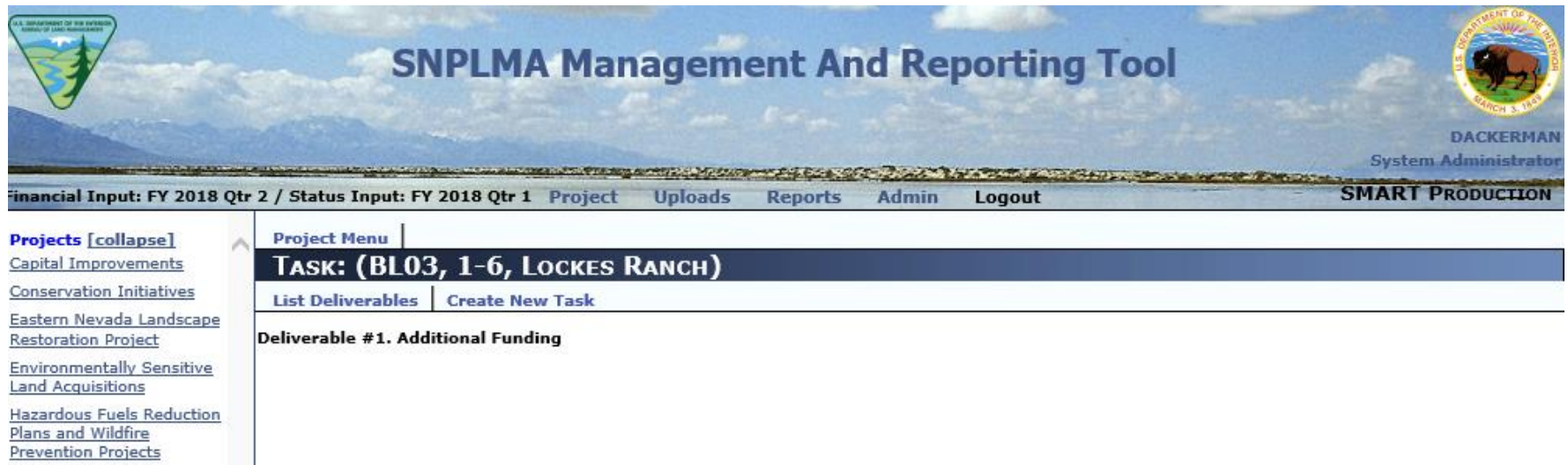
[Create New Deliverable](#)

**Project Description:**  
 The Lockes Ranch property lies adjacent to the Lockes Pond complex of the Railroad Valley Wildlife Management Area. It contains critical habitat for the threatened Railroad Valley spring fish that is endemic to six thermal springs distributed in two areas of Railroad Valley. The owner did not accept the offer price (federally appraised value) so efforts to acquire the property were terminated.

One item found.

Deliverable #	Description	Target Start Date	Target End Date	Comments	Modified Date	Actions
1	Additional Funding	01/01/2018	05/01/2018	Test	03/07/2018	<a href="#">Insert</a>   <a href="#">Edit</a>   <a href="#">ListTasks</a>   <a href="#">CreateTask</a>

- After clicking on “List Tasks” if you get this screen you will need to enter your task.



**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Uploads](#) [Reports](#) [Admin](#) [Logout](#) **SMART PRODUCTION**

**Projects** [collapse]  
[Capital Improvements](#)  
[Conservation Initiatives](#)  
[Eastern Nevada Landscape Restoration Project](#)  
[Environmentally Sensitive Land Acquisitions](#)  
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)

**Project Menu**

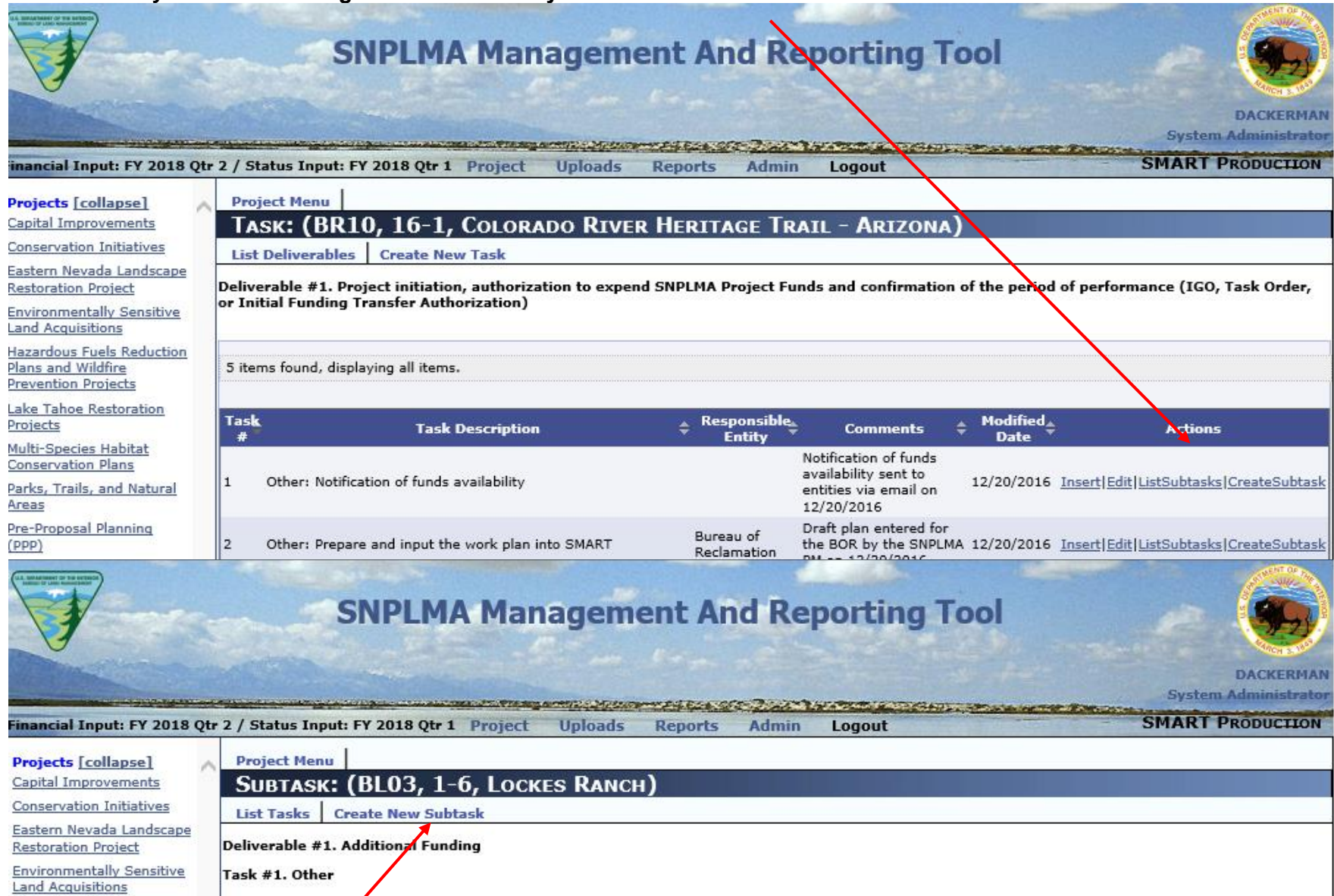
**TASK: (BL03, 1-6, LOCKES RANCH)**

[List Deliverables](#) | [Create New Task](#)

**Deliverable #1. Additional Funding**



- Otherwise you will something like this and here you will click on “List Subtasks”



The screenshot displays the SNPLMA Management And Reporting Tool interface. The top navigation bar includes links for Financial Input, Status Input, Project, Uploads, Reports, Admin, and Logout. The left sidebar lists various project categories under 'Projects [collapse]'. The main content area shows the 'Project Menu' for the task 'BR10, 16-1, COLORADO RIVER HERITAGE TRAIL - ARIZONA'. Below the task name, there are links for 'List Deliverables' and 'Create New Task'. The 'List Deliverables' section shows a table with 5 items found, displaying all items. The table has columns for Task #, Task Description, Responsible Entity, Comments, Modified Date, and Actions. Two tasks are listed: Task 1 (Notification of funds availability) and Task 2 (Prepare and input the work plan into SMART). A red arrow points to the 'List Subtasks' link in the Actions column of Task 1.

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Uploads Reports Admin Logout SMART PRODUCTION

**Projects [collapse]**

- Capital Improvements
- Conservation Initiatives
- Eastern Nevada Landscape Restoration Project
- Environmentally Sensitive Land Acquisitions
- Hazardous Fuels Reduction Plans and Wildfire Prevention Projects
- Lake Tahoe Restoration Projects
- Multi-Species Habitat Conservation Plans
- Parks, Trails, and Natural Areas
- Pre-Proposal Planning (PPP)

**Project Menu**

**TASK: (BR10, 16-1, COLORADO RIVER HERITAGE TRAIL - ARIZONA)**

[List Deliverables](#) | [Create New Task](#)

**Deliverable #1. Project initiation, authorization to expend SNPLMA Project Funds and confirmation of the period of performance (IGO, Task Order, or Initial Funding Transfer Authorization)**

5 items found, displaying all items.

Task #	Task Description	Responsible Entity	Comments	Modified Date	Actions
1	Other: Notification of funds availability		Notification of funds availability sent to entities via email on 12/20/2016	12/20/2016	<a href="#">Insert</a>   <a href="#">Edit</a>   <a href="#">ListSubtasks</a>   <a href="#">CreateSubtask</a>
2	Other: Prepare and input the work plan into SMART	Bureau of Reclamation	Draft plan entered for the BOR by the SNPLMA 12/20/2016	12/20/2016	<a href="#">Insert</a>   <a href="#">Edit</a>   <a href="#">ListSubtasks</a>   <a href="#">CreateSubtask</a>

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Uploads Reports Admin Logout SMART PRODUCTION

**Projects [collapse]**

- Capital Improvements
- Conservation Initiatives
- Eastern Nevada Landscape Restoration Project
- Environmentally Sensitive Land Acquisitions

**Project Menu**

**SUBTASK: (BL03, 1-6, LOCKES RANCH)**

[List Tasks](#) | [Create New Subtask](#)

**Deliverable #1. Additional Funding**

**Task #1. Other**

This screen will show you all the task, this sample only has one and you can see what the Deliverable is and the Task #.

- Click on “Create New Subtask”

- Enter the subtask description and any comments.
- Select the Responsible Entity
- Click “Save”

As with the deliverables and tasks, a message will be displayed that the subtask has been saved. You can review, edit if needed, and click update before moving to enter the next subtask, task, or deliverable.

- To enter a new Deliverable, back out of the subtask screen by clicking “List Subtasks,” “List Tasks,” and “List Deliverables.” This sequence will take you back to the “Create New Deliverable” screen with the project description.

## STEP 2: UPDATING QUARTERLY STATUS

- Click on the “Project Menu” box of the project to be updated.
- Click on the “Quarterly Status Update” menu box to get to the project deliverables.

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 | [Project](#) | [Uploads](#) | [Reports](#) | [Admin](#) | [Logout](#) | **SMART PRODUCTION**

**Projects [collapse]**

- [Capital Improvements](#)
- [Conservation Initiatives](#)
- [Eastern Nevada Landscape Restoration Project](#)
- [Environmentally Sensitive Land Acquisitions](#)
- [Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)
- [Lake Tahoe Restoration Projects](#)
- [Multi-Species Habitat Conservation Plans](#)
- [Parks, Trails, and Natural Areas](#)
- [Pre-Proposal Planning \(PPP\)](#)
- [Santini-Burton](#)
- [Virgin River Habitat Conservation Restoration Plan and Ground Water Monitoring](#)

[Return to Project Search Results](#)


**PROJECT MENU: (WP01, 8-7, NEVADA NORTHERN HISTORIC RAILROAD MUSEUM INTERPRETIVE TRAIL)**

<b>Work Plan Approved. Work Plans are viewable from the Reports Menu.</b>	<a href="#">Quarterly Status Update</a>	<a href="#">FY 2017 Annual Accomplishments</a> <a href="#">Enter Annual Accomplishments</a>
<a href="#">Funding Processes</a>	<a href="#">Project Contacts</a>	<a href="#">Project</a> <a href="#">Project Priority</a>

**Project Information**

<b>Project Of Concern:</b>	No	<b>Work Plan Status:</b>	Approved
<b>Project Status:</b>	Closed	<b>Current End Date:</b>	07/16/2013
<b>Status Date:</b>	01/21/2014		
<b>Status Update</b>			
<b>Comments and Program</b>			
<b>Mgr. Notes:</b>			





# SNPLMA Management And Reporting Tool



Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1
Project Reports Logout
SMART PRODUCTION

**Projects** [collapse]

[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)

[Lake Tahoe Restoration Projects](#)

Project Menu
**QUARTERLY STATUS: (F163, 11-14, RESTORATION OF FIRE ADAPTED MEADOW ECOSYSTEMS)**

[Create New Quarterly Status](#)

### Current Statuses

Please enter Overall Project Complete Percentage

Overall Project Complete Percentage:  %
Save

4 items found, displaying all items.

Deliverable #:	Target Start Date	Target End Date	Actual Start Date	Actual End Date
<b>Deliverable #: 1</b> IGO, Task Order, or Initial Funding Transfer	10/01/2011	12/31/2016	02/01/2012	12/31/2016
<p><b>Current Quarterly Status</b>    Percent Complete:    100%    <span style="float: right; border: 1px solid #0056b3; padding: 2px 5px;">Add</span></p> <p><b>Previous Quarterly Status</b> All funds are with the USFS, the most recent transfer is not yet on the LTBMU but is with USFS Regional Office for processing.</p>				
<b>Deliverable #: 2</b> Restoration and/or maintenance of proper function to waterways, watersheds, or landscapes	10/01/2012	11/30/2016	12/23/2015	
<p><b>Current Quarterly Status</b>    Percent Complete:    80%    <span style="float: right; border: 1px solid #0056b3; padding: 2px 5px;">Add/Edit</span></p> <p>Benwood meadow was treated to fulfill the contract awarded in FY17. We prepped Baldwin meadow for contract award and treatment in FY18.</p> <p><b>Previous Quarterly Status</b> We awarded a contract to thin conifers from Benwood and Star Meadows. Star meadow was treated under the contract before the end of FY17. We also worked with internal crews and crews from the Washoe Tribe to thin conifers from Star Meadow that were excluded from the contract area. Benwood meadow is expected to be treated at the beginning of FY18. We prepped Baldwin meadow for contract award and treatment in FY18.</p>				
<b>Deliverable #: 3</b> Other: Effectiveness Monitoring and Coordination	09/30/2014	11/30/2016	07/13/2016	
<p><b>Current Quarterly Status</b>    Percent Complete:    70%    <span style="float: right; border: 1px solid #0056b3; padding: 2px 5px;">Add/Edit</span></p> <p>No further monitoring work was done during this quarter beyond coordinating monitoring needs in Baldwin meadow and evaluating the treatments that were conducted.</p> <p><b>Previous Quarterly Status</b> We built the monitoring equipment and installed it in a variety of meadows to begin monitoring evapotranspiration. We also monitored the vegetation in the meadows to compare vegetation changes after treatment.</p>				

- The list of deliverables will display the previous quarter's status comments and percent complete if previously entered.
- It will also display actual start and end dates if entered as well as the percent overall project completion.
- If there are more deliverables than can be displayed on a single page, additional deliverables are available on additional pages.

- Click on the page number of “Next/Last” in the row above the first deliverable to access additional deliverables.

[Create New Quarterly Status](#)

### Current Statuses

Please enter Overall Project Complete Percentage

Overall Project Complete Percentage:  %

15 items found, displaying 1 to 10  
[First/Prev] 1, 2 [Next/Last]

- Click “Add/Edit” or “Add” to update the status of the desired deliverable.



## SNPLMA Management And Reporting Tool



DEBBIEA  
Entity

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

[Projects](#) [\[collapse\]](#)  
[Hazardous Fuels Reduction](#)  
[Plans and Wildfire](#)  
[Prevention Projects](#)  
[Lake Tahoe Restoration](#)  
[Projects](#)

[Project Menu](#)

### QUARTERLY STATUS: (F145, 10-3, UPPER TRUCKEE RIVER RESTORATION - SUNSET BEACH)

[Create New Quarterly Status](#)

### Current Statuses

Please enter Overall Project Complete Percentage

Overall Project Complete Percentage:  %

6 items found, displaying all items.

<b>Deliverable #: 1</b> IGO, Task Order, or Initial Funding Transfer				
<b>Current Quarterly Status</b> Percent Complete: 100% <b>Previous Quarterly Status</b> -No Previous Quarterly Status-				
<b>Deliverable #: 2</b> Other: Utility line relocation	<b>Target Start Date</b> 09/15/2010	<b>Target End Date</b> 10/15/2014	<b>Actual Start Date</b> 08/05/2013	<b>Actual End Date</b> 11/28/2014
<b>Current Quarterly Status</b> Percent Complete: 100% <b>Previous Quarterly Status</b> Final invoices paid to contractor. Utility Line Relocation completed, contract ended.				
<b>Deliverable #: 3</b> Other: Reach 5 Channel Restoration	<b>Target Start Date</b> 03/01/2011	<b>Target End Date</b> 10/31/2016	<b>Actual Start Date</b> 06/03/2013	<b>Actual End Date</b> 09/29/2017
<b>Current Quarterly Status</b> Percent Complete: 100% All adaptive management and emergency stabilization measures were completed in Q4 of FY17. Some additional reveg and hand crew work continued into Q1 of FY18.				

Note that sometimes the button is “Add” and sometimes it is “Add/Edit.” When it is “Add” only, this indicates that there is no entry from the previous quarter to edit. So this quarter you can only add something. If there was an entry in the last quarter, you have the option to edit it or add a completely new status entry.



- Actual Start Date and Percent Complete are required in order to enter/update the status for a deliverable.



**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

**Projects [collapse]**  
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)  
[Lake Tahoe Restoration Projects](#)

**Project Menu**

**CREATE QUARTERLY STATUS: (F145, 10-3, UPPER TRUCKEE RIVER RESTORATION - SUNSET BEACH)**

**List Quarterly Statuses**

**Work Plan Deliverable \***: #1. IGO, Task Order, or Initial Funding Transfer

**Actual Start Date \***: 04/01/2010

**Actual End Date \***: 06/30/2010

**Percent Complete \***:

**Quarterly Status Update Detail \***:

Note the Calendar icon; click on this to select the date from a calendar by month and year. A quick way to make sure you don't enter a date on a weekend or a holiday.

**Save** **Cancel**

**REQUIRED: YOU MUST ENTER DATA IN THE REQUIRED FIELDS. IF YOU DO NOT, ANY DETAIL ITEMS YOU ENTERED WILL NOT BE SAVED! (0% IS A VALID PERCENT COMPLETE TO USE SHOULD YOU NEED TO DO SO.)**

Please be sure to enter only “ACTUAL” Start and End Dates in the Actual Start Date and Actual End Date buckets. A guess as to what those dates will be are just that, a guess, an actual date cannot be in the future it has to have come to pass already.

0% is also a valid Percent Complete to use here.

- Enter the Actual Start Date
- Enter the Percent complete as a whole number (e.g., 5, , 25, 50 75, 97, etc.) and do not include a percent sign
- Enter the Actual End Date only if the deliverable is 100 percent complete
- Enter the narrative describing the status of the project.

(Status can include work that has been done, issues that are being addressed and the status of resolution, as well as work that is anticipated to be done in the upcoming quarter.)

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 **Project** **Reports** **Logout** **SMART PRODUCTION**

**Projects [collapse]**  
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)  
[Lake Tahoe Restoration Projects](#)

**Project Menu**

**CREATE QUARTERLY STATUS: (F145, 10-3, UPPER TRUCKEE RIVER RESTORATION - SUNSET BEACH)**

**List Quarterly Statuses**

**Work Plan Deliverable #** \*: #1. IGO, Task Order, or Initial Funding Transfer ▼

**Actual Start Date** \*: 04/01/2010

**Actual End Date** \*: 06/30/2010

**Percent Complete** \*:

**Quarterly Status Update Detail** \*:

**Save** **Cancel**

**REQUIRED: YOU MUST ENTER DATA IN THE REQUIRED FIELDS.  
 IF YOU DO NOT, ANY DETAIL ITEMS YOU ENTERED WILL NOT BE SAVED!  
 (0% IS A VALID PERCENT COMPLETE TO USE SHOULD YOU NEED TO DO SO.)**

- Click “Save” when done entering current status information.

After completing the entry and clicking “Save” the screen will display a message that the “Quarterly Status was saved successfully.” It is recommended that the user review the entry to ensure that it’s correct before moving on to the next deliverable.

➤ Click “List Quarterly Statuses” to return to the list of deliverables.

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MARCH 3, 1949

DEBBIEA  
Entity

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout SMART PRODUCTION

Projects [collapse]  
Hazardous Fuels Reduction  
Plans and Wildfire  
Prevention Projects  
Lake Tahoe Restoration  
Projects

Project Menu

**EDIT QUARTERLY STATUS: (F145, 10-3, UPPER TRUCKEE RIVER RESTORATION - SUNSET BEACH)**

List Quarterly Statuses Create New Quarterly Status

• Quarterly Status was saved successfully.

Work Plan Deliverable \*: #1. IGO, Task Order, or Initial Funding Transfer

Fiscal Year: 2018

Quarter: Q1

Actual Start Date \*: 04/01/2010

Actual End Date: 06/30/2010

Percent Complete \*: 100

Modified Date: 03/07/2018

Quarterly Status Update  
Detail \*: No detail to report.

Update Delete Cancel

REQUIRED: YOU MUST ENTER DATA IN THE REQUIRED FIELDS.  
IF YOU DO NOT, ANY DETAIL ITEMS YOU ENTERED WILL NOT BE SAVED!  
(0% IS A VALID PERCENT COMPLETE TO USE SHOULD YOU NEED TO DO SO.)

< Back :: Top ^



The updated information is now reflected under the deliverable(s) that have been updated. Note that instead of an “Add” button, there is now an “Add/Edit” button; this indicates the deliverable has been updated and provides a means to edit the entry if needed.

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

**Projects** [collapse]  
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)  
[Lake Tahoe Restoration Projects](#)

**Project Menu**  
**QUARTERLY STATUS: (F145, 10-3, UPPER TRUCKEE RIVER RESTORATION - SUNSET BEACH)**  
[Create New Quarterly Status](#)

**Current Statuses**

Please enter Overall Project Complete Percentage Overall Project Complete Percentage:  % [Save](#)

6 items found, displaying all items.

Deliverable #:	Target Start Date	Target End Date	Actual Start Date	Actual End Date
<b>Deliverable #: 1</b> IGO, Task Order, or Initial Funding Transfer	04/01/2010	03/31/2015	04/01/2010	06/30/2010
<b>Current Quarterly Status</b> Percent Complete: 100% No detail to report. <b>Previous Quarterly Status</b> -No Previous Quarterly Status-				<a href="#">Add/Edit</a>
<b>Deliverable #: 2</b> Other: Utility line relocation	09/15/2010	10/15/2014	08/05/2013	11/28/2014
<b>Current Quarterly Status</b> Percent Complete: 100% <b>Previous Quarterly Status</b> Final invoices paid to contractor. Utility Line Relocation completed, contract ended.				<a href="#">Add</a>
<b>Deliverable #: 3</b> Other: Reach 5 Channel Restoration	03/01/2011	10/31/2016	06/03/2013	09/29/2017
<b>Current Quarterly Status</b> Percent Complete: 100% All adaptive management and emergency stabilization measures were completed in Q4 of FY17. Some additional reveg and hand crew work continued into Q1 of FY18. <b>Previous Quarterly Status</b>				<a href="#">Add/Edit</a>

Updated information that was entered and saved.

To edit the entry, click on the “Add/Edit” button.

Repeat this process until all deliverables for the project have been updated.

### STEP 3: FUNDING REQUESTS

After updating the status of the deliverables the next step is requesting funding.

- Click on “Project Menu” to return to the Project Menu Screen.

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

**Projects** [collapse]  
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)  
[Lake Tahoe Restoration Projects](#)

**Project Menu**

**QUARTERLY STATUS: (F145, 10-3, UPPER TRUCKEE RIVER RESTORATION - SUNSET BEACH)**

[Create New Quarterly Status](#)

**Current Statuses**

Please enter Overall Project Complete Percentage

Overall Project Complete Percentage:  % [Save](#)

6 items found. displaying all items.

- Click on the “Funding Processes” menu box.

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#)

**Projects** [collapse]  
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)  
[Lake Tahoe Restoration Projects](#)

**Return to Project Search Results**

**PROJECT MENU: (F145, 10-3, UPPER TRUCKEE RIVER RESTORATION - SUNSET BEACH)**

No Access For WorkPlan.

[Funding Processes](#) [Project Contacts](#)

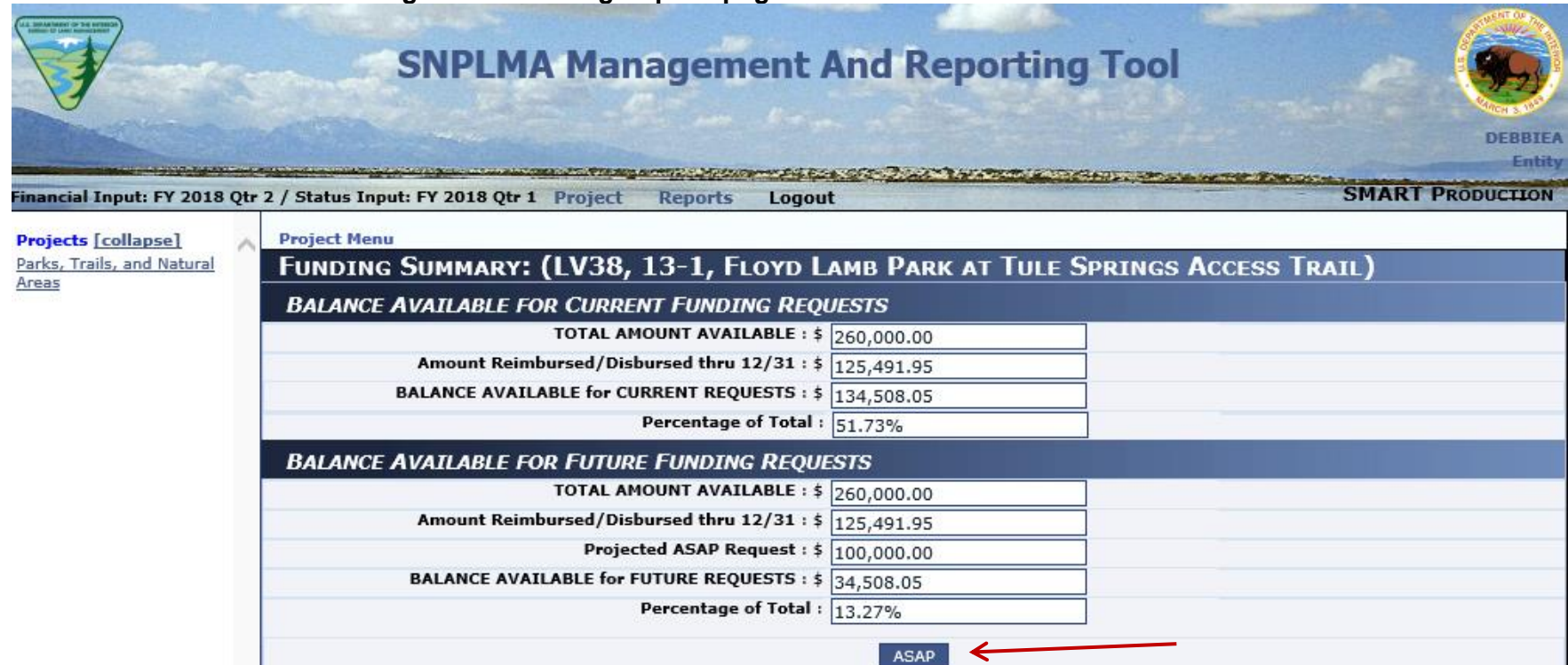
Note: Funding Requests can be edited. After saving, entity users will see an “update” button. Changes can be made or additional information can be added and then click the “update” button.



## ASAP Funding Request

The first screen is the financial summary page. The information provided is the same as the information on the financial summary page in the ACCESS database. No entries are made on this page.

➤ Click on the ASAP button to go to the funding request page.



The screenshot shows the 'SNPLMA Management And Reporting Tool' interface. At the top, there's a header with the title 'SNPLMA Management And Reporting Tool' and a 'DEBBIEA Entity' logo. Below the header, a navigation bar includes 'Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1', 'Project', 'Reports', 'Logout', and 'SMART PRODUCTION'. On the left, a sidebar shows 'Projects [collapse]' and 'Parks, Trails, and Natural Areas'. The main content area is titled 'Project Menu' and displays a 'FUNDING SUMMARY: (LV38, 13-1, FLOYD LAMB PARK AT TULE SPRINGS ACCESS TRAIL)'. This summary is divided into two sections: 'BALANCE AVAILABLE FOR CURRENT FUNDING REQUESTS' and 'BALANCE AVAILABLE FOR FUTURE FUNDING REQUESTS'. Each section contains a table with financial data. At the bottom right, there is an 'ASAP' button with a red arrow pointing to it.

BALANCE AVAILABLE FOR CURRENT FUNDING REQUESTS	
TOTAL AMOUNT AVAILABLE : \$	260,000.00
Amount Reimbursed/Disbursed thru 12/31 : \$	125,491.95
BALANCE AVAILABLE for CURRENT REQUESTS : \$	134,508.05
Percentage of Total :	51.73%

BALANCE AVAILABLE FOR FUTURE FUNDING REQUESTS	
TOTAL AMOUNT AVAILABLE : \$	260,000.00
Amount Reimbursed/Disbursed thru 12/31 : \$	125,491.95
Projected ASAP Request : \$	100,000.00
BALANCE AVAILABLE for FUTURE REQUESTS : \$	34,508.05
Percentage of Total :	13.27%

ASAP

Users can enter information into four fields on the ASAP fund request page:

- “Entity Project/Accounting Number” – Completing this field is optional
- “Current ASAP Request” – This amount will be reflected on the financial summary page after
- “Final ASAP Closeout” – Click this box only when the project is being closed out.
- “ASAP Comments” -- Explain/justify the Current ASAP request amount (i.e., purpose of funds that will be drawn down).

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

[Projects \[collapse\]](#)  
[Parks, Trails, and Natural Areas](#)

**ASAP Summary | Project Menu**

**ASAP REQUEST: (LV38, 13-1, FLOYD LAMB PARK AT TULE SPRINGS ACCESS TRAIL)**

Status : Pending

Entity Project/Accounting Number :

Amount Available to ASAP Request : \$ 260,000.00

Amount Reimbursed/Disbursed : \$ 125,491.95

Amount Remaining : \$ 134,508.05

Prior ASAP Requests

Q3, 2017: \$ 5,000.00

Q4, 2017: \$ 10,000.00

Q1, 2018: \$ 50,000.00

Current ASAP Request : \$ 100,000.00

Final ASAP Closeout : ☐

Current Financial Quarter : 3/31/2018

ASAP Comments:

[Save](#) [Cancel](#)

In the example below, the “Current ASAP Request” is \$50,000 (entered without symbols or commas) and the purpose of the request to purchase materials has been entered in “ASAP Comments.”

- Click **Save** after entering the request amount, justification comments, and other appropriate information.

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 | Project | Reports | Logout | SMART PRODUCTION

**ASAP REQUEST: (LV20, 6-11, LAS VEGAS WASH TRAIL, PHASE II)**

Status : Pending

Entity Project/Accounting Number :

Amount Available to ASAP Request : \$ 6,000,000.00

Amount Reimbursed/Disbursed : \$ 4,194,832.41

Amount Remaining : \$ 1,805,167.59

Prior ASAP Requests

Q3, 2017 : \$ 50,000.00

Q4, 2017 : \$ 125,000.00

Q1, 2018 : \$ 50,000.00

Current ASAP Request : \$ 0.00

Final ASAP Closeout : ☐

Current Financial Quarter : 3/31/2018

ASAP Comments: The funds are needed to cover materials needed for construction.

Save Cancel

After clicking “save,” a message in green text “**Financial Request was saved successfully**” will appear in the upper left portion of the screen (no screen shot available of this for ASAP at this time).

- Click **“ASAP Summary”** to return to the financial summary page. Review the fund summary page to ensure the amount requested is reflected and that the “Balance Available for Future Requests” has been recalculated reflecting a reduction equal to the amount requested.



## Transfer Funding Request

Each funding request method works essentially the same with only slight differences. The screen shot below is the Financial Summary page for a project funded by 1151 direct transfer. No entries are made on this page.

- Click on the “Transfer” button to go to the funding request page.

BALANCE AVAILABLE FOR CURRENT FUNDING REQUESTS	
TOTAL AMOUNT AVAILABLE :	\$ 8,169,810.00
Amount Reimbursed/Disbursed thru 12/31 :	\$ 0.00
Amount Transferred thru 12/31 :	\$ 8,169,810.00
BALANCE AVAILABLE for CURRENT REQUESTS :	\$ 0.00
Percentage of Total :	0.00%

BALANCE AVAILABLE FOR FUTURE FUNDING REQUESTS	
TOTAL AMOUNT AVAILABLE :	\$ 8,169,810.00
Amount Reimbursed/Disbursed thru 12/31 :	\$ 0.00
Current Reimbursement Request :	\$ 0.00
Amount Transferred thru 12/31 :	\$ 8,169,810.00
Current Transfer Request :	\$ 0.00
Projected Direct Charge :	\$ 0.00
BALANCE AVAILABLE for FUTURE REQUESTS :	\$ 0.00
Percentage of Total :	0.00%

[Transfer](#)

(Note: Although there are fields for “Current Reimbursement Request” and “Current Direct Charge” as well as “Current Transfer Request,” only the appropriate type of funding for the selected project will be available. In this F145 example, as in many other Federal projects, the sole method of funding is direct transfer. However, some older projects were funded first by reimbursement and then by direct transfer, or by reimbursement and then direct charge, so more than one funding method button may appear. If this occurs, only the current funding method should be selected.)



Entities can enter information in five fields on the Transfer fund request page:

- “Entity Project/Accounting Number” – Completing this field is optional
- “Total Transferred Funds Expended/Obligated Thru ...” – This information is required.
- “Current Transfer Request” – This amount will be reflected on the financial summary page after
- “Final Transfer Closeout” – Click this box only when the project is being closed out.
- “Transfer Comments” – Explain/justify the Current Transfer request amount (i.e., why the funds are needed in this quarter vs. at a later time).

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

[Projects \[collapse\]](#)  
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)  
[Lake Tahoe Restoration Projects](#)

**Fund Summary | Project Menu**

**TRANSFER REQUEST: (F145, 10-3, UPPER TRUCKEE RIVER RESTORATION - SUNSET BEACH)**

**Be sure to input a current Expended/Obligated dollar figure.**

Status : Pending

Entity Project/Accounting Number :

Amount Available to Transfer : \$

Total Transferred Funds Expended/Obligated Thru 12/31/2017 : \$

Amount Transferred Thru 12/31 : \$

% of Funds Expended/Obligated :

**Prior Transfer Requests**

Q3, 2017: \$

Q4, 2017: \$

Q1, 2018: \$

Current Transfer Request : \$

Balance Available for Next Transfer : \$

Final Transfer Closeout : ☐

Current Financial Quarter : 3/31/2018

Transfer Comments:

➤ Click **“Save”** after entering the required information.

The example below has entries under “Total Transferred Funds Expended/Obligated Thru ####/####,” “Current Transfer Request” and explanation/justification under “Transfer Comments” for the \$50,000 transfer request. After clicking “update” the **“Financial Request was saved successfully”** message appears and the “% of Funds Expended/Obligated” is automatically calculated based on the entry under “Total Transferred Funds Expended/Obligated Thru ####/####”

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout SMART PRODUCTION

**Projects [collapse]**  
[Hazardous Fuels Reduction Plans and Wildfire Prevention Projects](#)  
[Lake Tahoe Restoration Projects](#)

**Fund Summary | Project Menu**

**TRANSFER REQUEST: (F034, 16-2, COMPLETE REMAINING WILDLAND URBAN INTERFACE TREATMENTS - CARNELIAN, INCLINE, AND SOUTH SHORE HAZARDOUS FUELS REDUCTION)**

Be sure to input a current Expended/Obligated dollar figure.

Status: Pending

Entity Project/Accounting Number:

Amount Available to Transfer: \$ 7,058,300.00

Total Transferred Funds Expended/Obligated Thru 12/31/2017: \$ 2,440,831.54

Amount Transferred Thru 12/31: \$ 3,300,000.00

% of Funds Expended/Obligated: 73.96

**Prior Transfer Requests**

Q3, 2017: \$ 0.00

Q4, 2017: \$ 0.00

Q1, 2018: \$ 250,000.00

**Current Transfer Request:** \$ 50,000.00

**Balance Available for Next Transfer:** \$ 7,008,300.00

Final Transfer Closeout: ☐

Current Financial Quarter: 3/31/2018

**Transfer Comments:** Funds requested to cover additional contract costs for awarding three hand thinning contracts.

Save Cancel

**FUNDING HISTORY**

One item found.

This area here will give you a history of what has occurred with your funding requests. Approval/Rejections etc.

Date Requested	Date Rejected	Fiscal Year	Quarter	Request Amount	Status	Actions
10/27/2017	11/13/2017	2018	Q1	250000.00	Rejected	<a href="#">View</a>

You will see a date here. Make a note: We are asking for that information through the end of the previous quarter from you. You may include a more current figure if you have it but at a minimum we need that number as of the end of the previous quarter. This number is used to check compliance with “95% Rule” and will come into play when approving the current request.

You can go in and make changes as many times as you may need to while the DB is open for input. Once SMART is closed you will need to contact your Program Manager.

Detailed comments and notes here will speed up the approval process for the Program Manager.

➤ Click on “Fund Summary” to return to the financial summary page.

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) SMART PRODUCTION

[Projects](#) [collapse] [Fund Summary](#) | [Project Menu](#)

[Hazardous Fuels Reduction](#) **TRANSFER REQUEST: (F030, 15-8, PRESCRIBED FIRE IMPLEMENTATION)**

It is recommended that Entities review the Financial Summary page to ensure the amount requested is reflected and that the “Balance Available for Future Requests” reflects a reduction to the “Balance Available for Current Requests” equal to the amount requested.

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## SNPLMA Management And Reporting Tool

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DEBBIEA  
Entity

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) SMART PRODUCTION

[Projects](#) [collapse] [Project Menu](#)

[Hazardous Fuels Reduction](#)  
[Plans and Wildfire](#)  
[Prevention Projects](#)  
[Lake Tahoe Restoration](#)  
[Projects](#)

**FUNDING SUMMARY: (F030, 15-8, PRESCRIBED FIRE IMPLEMENTATION)**

**BALANCE AVAILABLE FOR CURRENT FUNDING REQUESTS**

TOTAL AMOUNT AVAILABLE : \$	1,094,000.00
Amount Reimbursed/Disbursed thru 12/31 : \$	0.00
Amount Transferred thru 12/31 : \$	200,000.00
BALANCE AVAILABLE for CURRENT REQUESTS : \$	894,000.00
Percentage of Total :	81.72%

**BALANCE AVAILABLE FOR FUTURE FUNDING REQUESTS**

TOTAL AMOUNT AVAILABLE : \$	1,094,000.00	←
Amount Reimbursed/Disbursed thru 12/31 : \$	0.00	
Current Reimbursement Request : \$	0.00	
Amount Transferred thru 12/31 : \$	200,000.00	
Current Transfer Request : \$	150,000.00	←
Projected Direct Charge : \$	0.00	
BALANCE AVAILABLE for FUTURE REQUESTS : \$	744,000.00	←
Percentage of Total :	68.01%	

[Transfer](#)



### Direct Charge Funding Request

Most BLM projects are now funded by direct charge. The direct charge Financial Summary has the same fields as projects funded by Transfer. As with all funding methods, no entries are made on this page.

➤ Click “Direct Charge” to access the fund request page.

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

[Projects \[collapse\]](#)  
[Conservation Initiatives](#)

**Project Menu**

**FUNDING SUMMARY: (BL85, 16-3, PROTECTING GOLD BUTTE'S CULTURAL HERITAGE)**

**BALANCE AVAILABLE FOR CURRENT FUNDING REQUESTS**

TOTAL AMOUNT AVAILABLE : \$	1,749,218.00
Amount Reimbursed/Disbursed thru 12/31 : \$	1,171.62
Amount Transferred thru 12/31 : \$	0.00
BALANCE AVAILABLE for CURRENT REQUESTS : \$	1,748,046.38
Percentage of Total :	99.93%

**BALANCE AVAILABLE FOR FUTURE FUNDING REQUESTS**

TOTAL AMOUNT AVAILABLE : \$	1,749,218.00
Amount Reimbursed/Disbursed thru 12/31 : \$	1,171.62
Current Reimbursement Request : \$	0.00
Amount Transferred thru 12/31 : \$	0.00
Current Transfer Request : \$	0.00
Projected Direct Charge : \$	0.00
BALANCE AVAILABLE for FUTURE REQUESTS : \$	1,748,046.38
Percentage of Total :	99.93%

[Direct Charge](#)

For projects funded by Direct Charge, the amount is reflected as “Amount Reimbursed/Disbursed through ###/###/####” this is the amount that has been paid and does not include amounts obligated on contracts/agreements but not yet paid (i.e., unliquidated obligations).



Entities can enter information in five fields on the Direct Charge fund request page:

- “Entity Project/Accounting Number” – Completing this field is optional
- “Total Charged Funds Expended/Obligated Thru ####/####” Though not required to enter the funding request, this information is used by the SNPLMA Division to help evaluate the funding request and should be entered if available.
- “Current Direct Charge Request” – This amount will be reflected on the financial summary page after
- “Final Direct Charge Closeout” – Click this box only when the project is being closed out.
- “Direct Charge Comments” – Explain/justify the Current Transfer request amount (i.e., why the funds are needed in this quarter vs. at a later time).

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout SMART PRODUCTION

**Projects [collapse]**  
Conservation Initiatives

**Fund Summary | Project Menu**

**DIRECT CHARGE REQUEST: (BL85, 16-3, PROTECTING GOLD BUTTE'S CULTURAL HERITAGE)**

**Be sure to input a current Expended/Obligated dollar figure.**

Status : Pending

Entity Project/Accounting Number :

Total Charged Funds Expended/Obligated Thru 12/31/2017 : \$

**Prior Direct Charge Requests**

Q3, 2017: \$

Q4, 2017: \$

Q1, 2018: \$

Current Direct Charge Request : \$

Final Direct Charge Closeout : ☐

Current Financial Quarter : 3/31/2018

Direct Charge Comments:

Save Cancel

In this example, \$200,000 has been entered as “Total Charged Funds Expended/Obligated” – this figure includes amounts obligated on contracts/agreements but not yet paid (i.e., unliquidated obligations). In this example, the current direct charge request of \$25,000 is entered as is the explanation/justification for why the funds will be needed this quarter.

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

[Projects \[collapse\]](#)  
[Conservation Initiatives](#)

**Fund Summary | Project Menu**

**DIRECT CHARGE REQUEST: (BL84, 16-2, BUILDING STEWARDSHIP OF PUBLIC LANDS WITH DISPLACED USER GROUPS)**

Be sure to input a current Expended/Obligated dollar figure.

Status : Pending

Entity Project/Accounting Number :

Total Charged Funds Expended/Obligated Thru 12/31/2017 : \$ 199,651.55

Prior Direct Charge Requests

Q3, 2017: \$ 189,000.00

Q4, 2017: \$ 20,000.00

Q1, 2018: \$ 20,000.00

Current Direct Charge Request : \$ 20,000.00

Final Direct Charge Closeout : ☐

Current Financial Quarter : 3/31/2018

Direct Charge Comments: Funds will be applied to additional clean ups, labor for outreach, education, and enforcement of regulations.

[Save](#) [Cancel](#)

➤ Click “Save”

After clicking “save,” a message in green text “**Financial Request was saved successfully**” will appear in the upper left portion of the screen. (See below.)

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout SMART PRODUCTION

Projects [collapse]  
Conservation Initiatives

**Fund Summary | Project Menu**

**DIRECT CHARGE REQUEST: (BL84, 16-2, BUILDING STEWARDSHIP OF PUBLIC LANDS WITH DISPLACED USER GROUPS)**

- Financial Request was saved successfully.

Be sure to input a current Expended/Obligated dollar figure.

Status : Pending

Entity Project/Accounting Number :

Total Charged Funds Expended/Obligated Thru 12/31/2017 : \$ 199,651.55

Prior Direct Charge Requests

Q3, 2017: \$ 189,000.00

Q4, 2017: \$ 20,000.00

Q1, 2018: \$ 20,000.00

Current Direct Charge Request : \$ 20,000.00

Final Direct Charge Closeout : ☐

Current Financial Quarter : 3/31/2018

Direct Charge Comments: Funds will be applied to additional clean ups, labor for outreach, education, and enforcement of regulations.

Save Cancel

➤ Click Fund Summary to return to the Financial Summary page.

It is recommended that Entities review the Financial Summary page to ensure the amount requested is reflected and that the “Balance Available for Future Requests” has been recalculated reflecting a reduction equal to the amount requested to confirm the data entered is reflected correctly on the Financial Summary page.



## Reimbursement Funding Requests

- Click on the “Funding Processes” menu box from the Project Menu Screen

SNPLMA Management And Reporting Tool

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout SMART PRODUCTION

Projects [collapse]  
Lake Tahoe Restoration  
Projects

Return to Project Search Results

PROJECT MENU: (B007, 11-13, UPPER TRUCKEE RIVER AND MARSH RESTORATION PROJECT - DESIGN)

No Access For WorkPlan.

Quarterly Status Update

FY 2017 Annual Accomplishments  
Enter Annual Accomplishments

Funding Processes

Project Contacts

- Click on “Reimbursement”

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout SMART PRODUCTION

Projects [collapse]  
Lake Tahoe Restoration  
Projects

Project Menu

FUNDING SUMMARY: (B007, 11-13, UPPER TRUCKEE RIVER AND MARSH RESTORATION PROJECT - DESIGN)

BALANCE AVAILABLE FOR CURRENT FUNDING REQUESTS

TOTAL AMOUNT AVAILABLE : \$	1,272,000.00
Amount Reimbursed/Disbursed thru 12/31 : \$	1,272,000.00
Amount Transferred thru 12/31 : \$	0.00
BALANCE AVAILABLE for CURRENT REQUESTS : \$	0.00
Percentage of Total :	0.00%

BALANCE AVAILABLE FOR FUTURE FUNDING REQUESTS

TOTAL AMOUNT AVAILABLE : \$	1,272,000.00
Amount Reimbursed/Disbursed thru 12/31 : \$	1,272,000.00
Current Reimbursement Request : \$	298,635.69
Amount Transferred thru 12/31 : \$	0.00
Current Transfer Request : \$	0.00
Projected Direct Charge : \$	0.00
BALANCE AVAILABLE for FUTURE REQUESTS : \$	-298,635.69
Percentage of Total :	-23.48%

Reimbursement

Entities can enter information in five fields on the Reimbursement fund request page:



- “Entity Project/Accounting Number” – Completing this field is optional
- “Total Reimbursed Funds Expended/Obligated Thru ...” Though not required to enter the funding request, this information is used by the SNPLMA Division to help evaluate the funding request and should be entered if available.
- “Current Reimbursement Request” – This amount will be reflected on the financial summary page after saving/updating
- “Final Reimbursement Closeout” – Click this box only when the project is being closed out.
- “Reimbursement Comments” – Explain/justify the Current Reimbursement request amount (i.e., why the funds are needed in this quarter vs. at a later time).

➤ **Make the appropriate entries, then click “Save” or “Update”** (The screen print below shows “update” because it was edited during final testing of the application.)

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout SMART PRODUCTION

**REIMBURSEMENT REQUEST: (B003, 7-19, EIP 950, RESTORATION OF THE LAKE VALLEY REACH OF THE UPPER TRUCKEE RIVER)**

Be sure to input a current Expended/Obligated dollar figure.

Status: Pending

Entity Project/Accounting Number:

Amount Available to Reimburse: \$876,000.00

Total Reimbursed Funds Expended/Obligated Thru:

Amount Reimbursed Thru 12/31/2017: \$15,579.51

Amount Remaining: \$860,420.49

Prior Reimbursement Requests

Q3, 2017: \$0.00

Q4, 2017: \$0.00

Q1, 2018: \$0.00

Current Reimbursement Request: \$0.00

Final Reimbursement Closeout: ☐

Current Financial Quarter: 3/31/2018

Reimbursement Comments:

Save Cancel

After clicking “Save” a message in green text “**Financial Request was saved successfully**” will appear in the upper left portion of the screen.

- Click Fund Summary to return to the Financial Summary page.

It is recommended that Entities review the Financial Summary page to ensure the amount requested is reflected and that the “Balance Available for Future Requests” has been recalculated reflecting a reduction equal to the amount requested to confirm the data entered is reflected correctly on the Financial Summary page.

- Click Project Menu to move to the next step in the quarterly update process.

**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

**Projects [collapse]**  
[Lake Tahoe Restoration Projects](#)

**Project Menu**

**FUNDING SUMMARY: (B003, 7-19, EIP 950, RESTORATION OF THE LAKE VALLEY REACH OF THE UPPER TRUCKEE RIVER)**

**BALANCE AVAILABLE FOR CURRENT FUNDING REQUESTS**

TOTAL AMOUNT AVAILABLE : \$	15,579.51
Amount Reimbursed/Disbursed thru 12/31 : \$	15,579.51
Amount Transferred thru 12/31 : \$	0.00
BALANCE AVAILABLE for CURRENT REQUESTS : \$	0.00
Percentage of Total :	0.00%

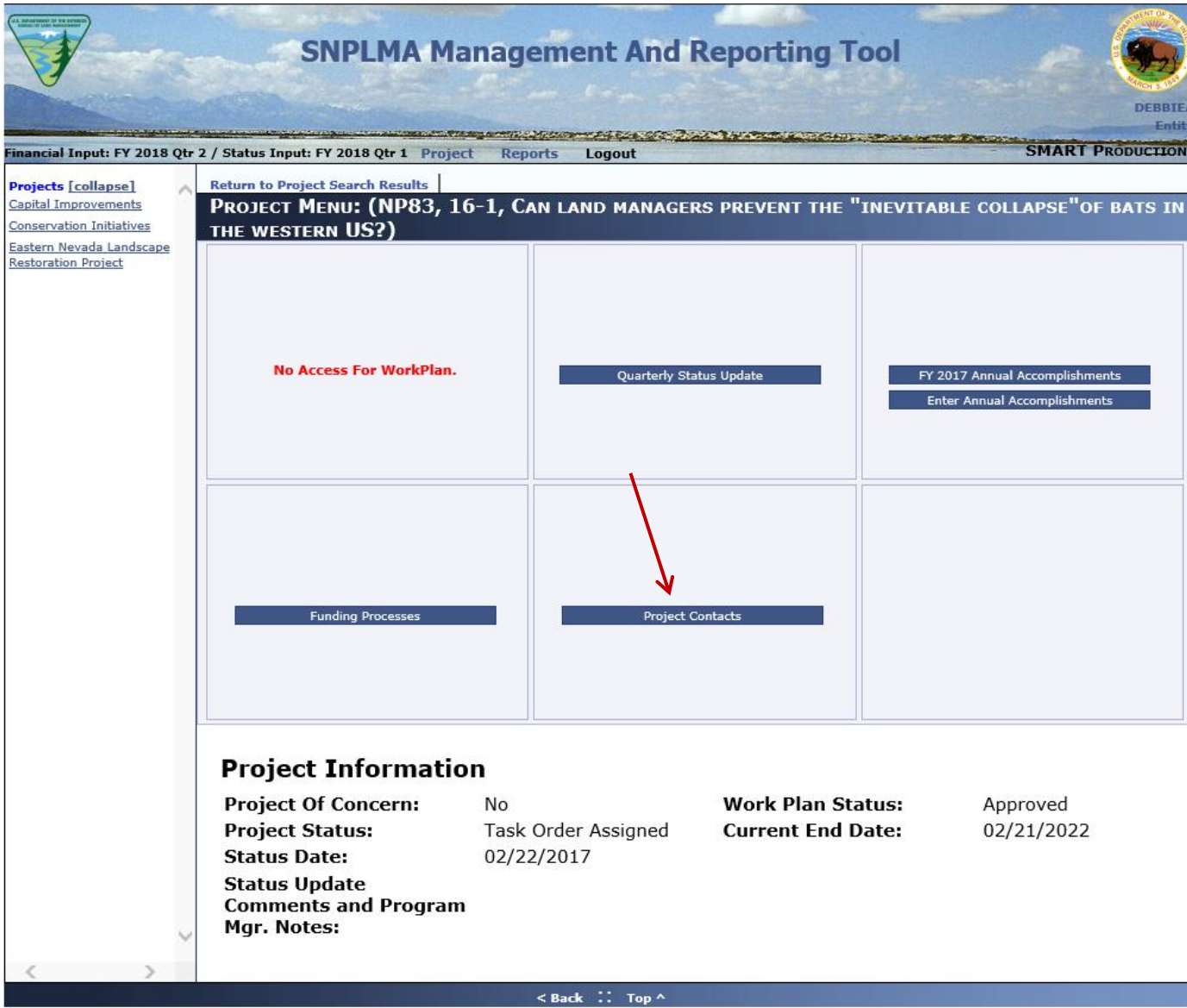
**BALANCE AVAILABLE FOR FUTURE FUNDING REQUESTS**

TOTAL AMOUNT AVAILABLE : \$	15,579.51
Amount Reimbursed/Disbursed thru 12/31 : \$	15,579.51
Current Reimbursement Request : \$	0.00
Amount Transferred thru 12/31 : \$	0.00
Current Transfer Request : \$	0.00
Projected Direct Charge : \$	0.00
BALANCE AVAILABLE for FUTURE REQUESTS : \$	0.00
Percentage of Total :	0.00%

[Reimbursement](#)

## STEP 4: CONTACTS

- Click the “Project Contacts” menu box.



**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

**Projects** [collapse]  
[Capital Improvements](#)  
[Conservation Initiatives](#)  
[Eastern Nevada Landscape Restoration Project](#)

[Return to Project Search Results](#)

**PROJECT MENU: (NP83, 16-1, CAN LAND MANAGERS PREVENT THE "INEVITABLE COLLAPSE" OF BATS IN THE WESTERN US?)**

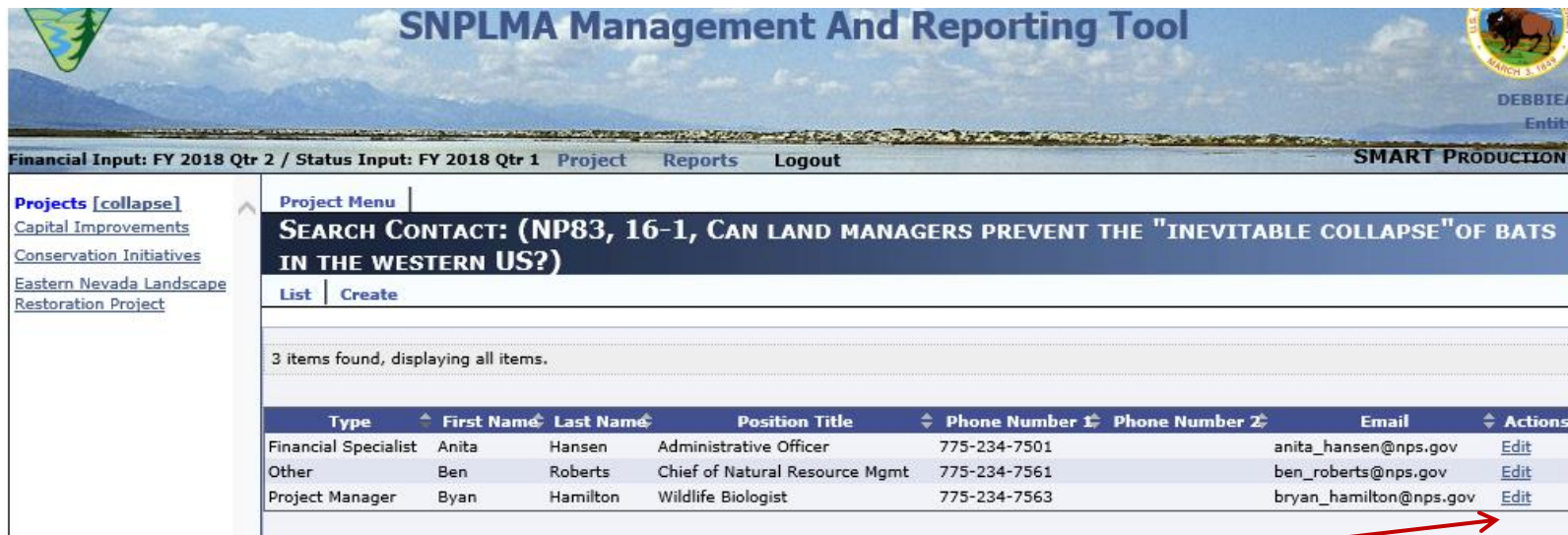
No Access For WorkPlan.	<a href="#">Quarterly Status Update</a>	<a href="#">FY 2017 Annual Accomplishments</a> <a href="#">Enter Annual Accomplishments</a>
<a href="#">Funding Processes</a>	<a href="#">Project Contacts</a>	

**Project Information**

<b>Project Of Concern:</b>	No	<b>Work Plan Status:</b>	Approved
<b>Project Status:</b>	Task Order Assigned	<b>Current End Date:</b>	02/21/2022
<b>Status Date:</b>	02/22/2017		
<b>Status Update</b>			
<b>Comments and Program</b>			
<b>Mgr. Notes:</b>			

< Back :: Top ^





**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

**Projects** [collapse]  
[Capital Improvements](#)  
[Conservation Initiatives](#)  
[Eastern Nevada Landscape Restoration Project](#)

**Project Menu**

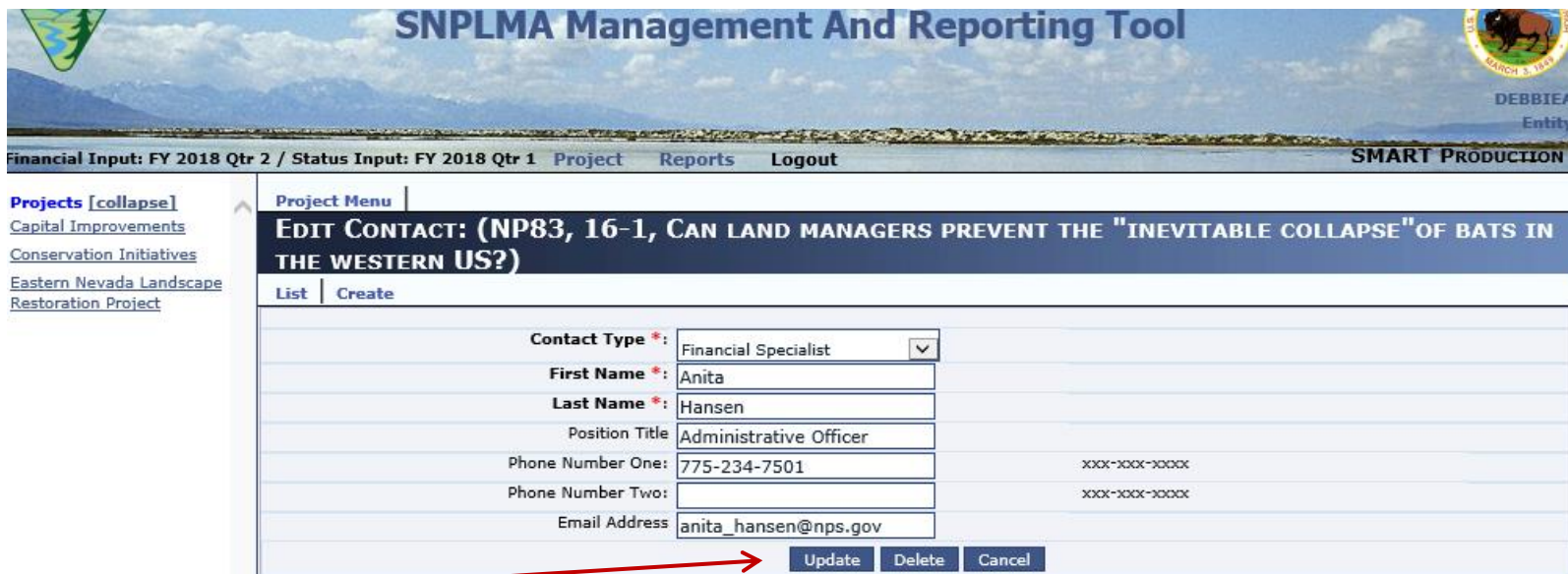
**SEARCH CONTACT: (NP83, 16-1, CAN LAND MANAGERS PREVENT THE "INEVITABLE COLLAPSE" OF BATS IN THE WESTERN US?)**

[List](#) [Create](#)

3 items found, displaying all items.

Type	First Name	Last Name	Position Title	Phone Number	Phone Number 2	Email	Actions
Financial Specialist	Anita	Hansen	Administrative Officer	775-234-7501		anita_hansen@nps.gov	<a href="#">Edit</a>
Other	Ben	Roberts	Chief of Natural Resource Mgmt	775-234-7561		ben_roberts@nps.gov	<a href="#">Edit</a>
Project Manager	Bryan	Hamilton	Wildlife Biologist	775-234-7563		bryan_hamilton@nps.gov	<a href="#">Edit</a>

Review the contact information for accuracy (phone numbers, emails, etc.). ➤ Click **"Edit"** to make needed changes.



**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

**Projects** [collapse]  
[Capital Improvements](#)  
[Conservation Initiatives](#)  
[Eastern Nevada Landscape Restoration Project](#)

**Project Menu**

**EDIT CONTACT: (NP83, 16-1, CAN LAND MANAGERS PREVENT THE "INEVITABLE COLLAPSE" OF BATS IN THE WESTERN US?)**

[List](#) [Create](#)

**Contact Type \***: Financial Specialist  
**First Name \***: Anita  
**Last Name \***: Hansen  
**Position Title**: Administrative Officer  
**Phone Number One**: 775-234-7501  
**Phone Number Two**:  
**Email Address**: anita\_hansen@nps.gov

[Update](#) [Delete](#) [Cancel](#)

➤ Click **"Update"** when changes are complete.



- Click “Create” to add a new contact.



Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout SMART PRODUCTION

Projects [collapse]  
[Capital Improvements](#)  
[Conservation Initiatives](#)  
[Eastern Nevada Landscape Restoration Project](#)

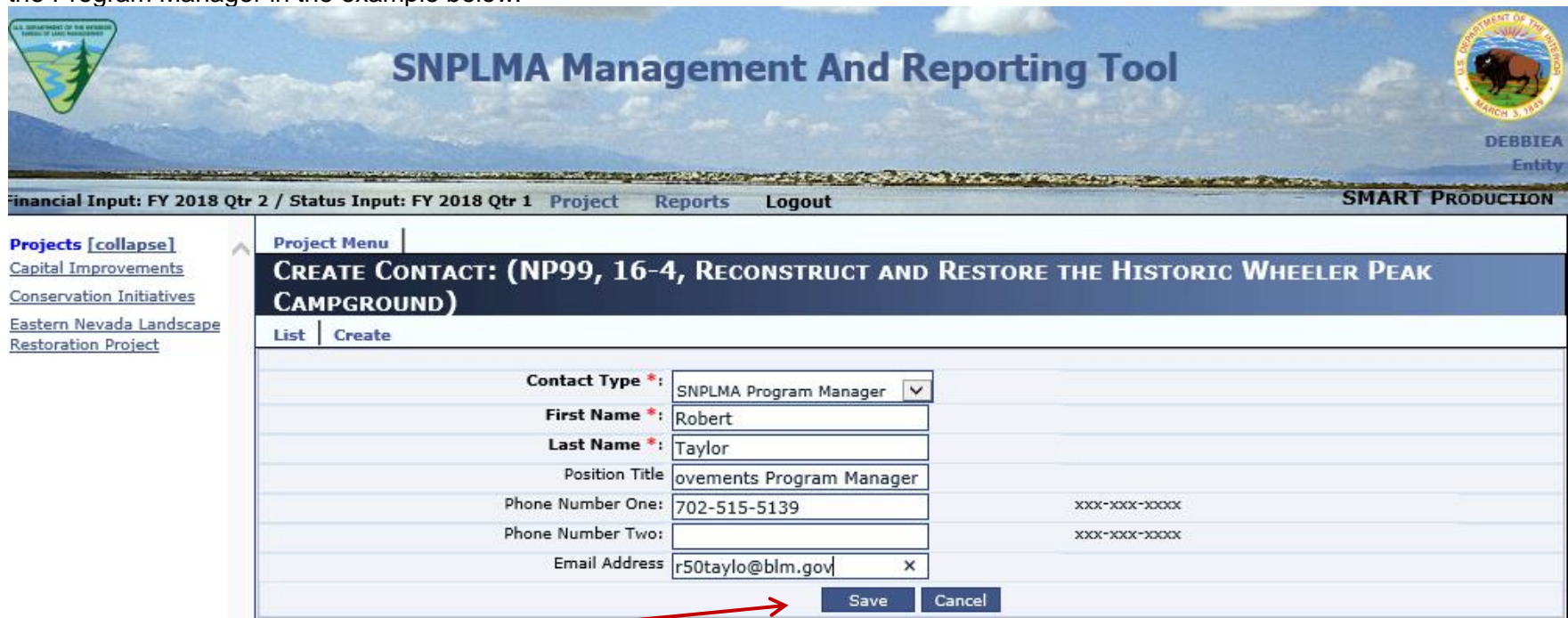
Project Menu

**EDIT CONTACT: (NP83, 16-1, CAN LAND MANAGERS PREVENT THE "INEVITABLE COLLAPSE" OF BATS IN THE WESTERN US?)**

List Create

Contact Type \*: Financial Specialist

*There can be only one contact designated as the “Project Manager.”* If a project manager has already been designated, the “Project Manager” will not display as a choice in the drop-down for Contact Type. You will have to “Delete” the existing Project Manager”. Other choices are financial specialist, SNAP, Other, and SNPLMA Program Manager. Robert Taylor has been entered as the Program Manager in the example below.



U.S. DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT

SNPLMA Management And Reporting Tool

U.S. DEPARTMENT OF THE INTERIOR  
BUREAU OF LAND MANAGEMENT  
DEBBIEA  
Entity

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout SMART PRODUCTION

Projects [collapse]  
[Capital Improvements](#)  
[Conservation Initiatives](#)  
[Eastern Nevada Landscape Restoration Project](#)

Project Menu

**CREATE CONTACT: (NP99, 16-4, RECONSTRUCT AND RESTORE THE HISTORIC WHEELER PEAK CAMPGROUND)**

List Create

Contact Type \*: SNPLMA Program Manager

First Name \*: Robert

Last Name \*: Taylor

Position Title: ovements Program Manager

Phone Number One: 702-515-5139

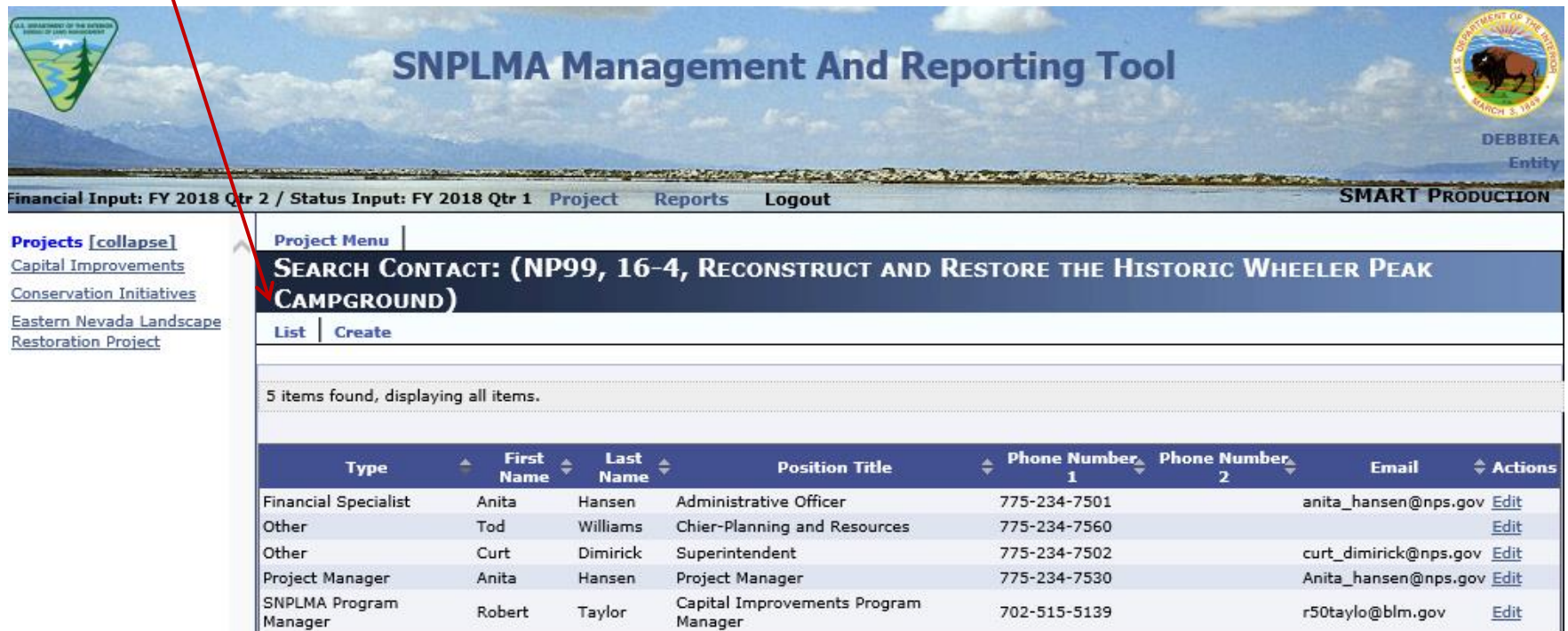
Phone Number Two:

Email Address: r50taylo@blm.gov

Save Cancel

- Click “Save” when done entering the information for the new contact. A message will appear that the “**Contact was saved successfully.**”

- Click “List” to see the revised list of all contacts.



**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 [Project](#) [Reports](#) [Logout](#) **SMART PRODUCTION**

[Projects](#) [\[collapse\]](#)  
[Capital Improvements](#)  
[Conservation Initiatives](#)  
[Eastern Nevada Landscape](#)  
[Restoration Project](#)

**Project Menu**

**SEARCH CONTACT: (NP99, 16-4, RECONSTRUCT AND RESTORE THE HISTORIC WHEELER PEAK CAMPGROUND)**

[List](#) [Create](#)

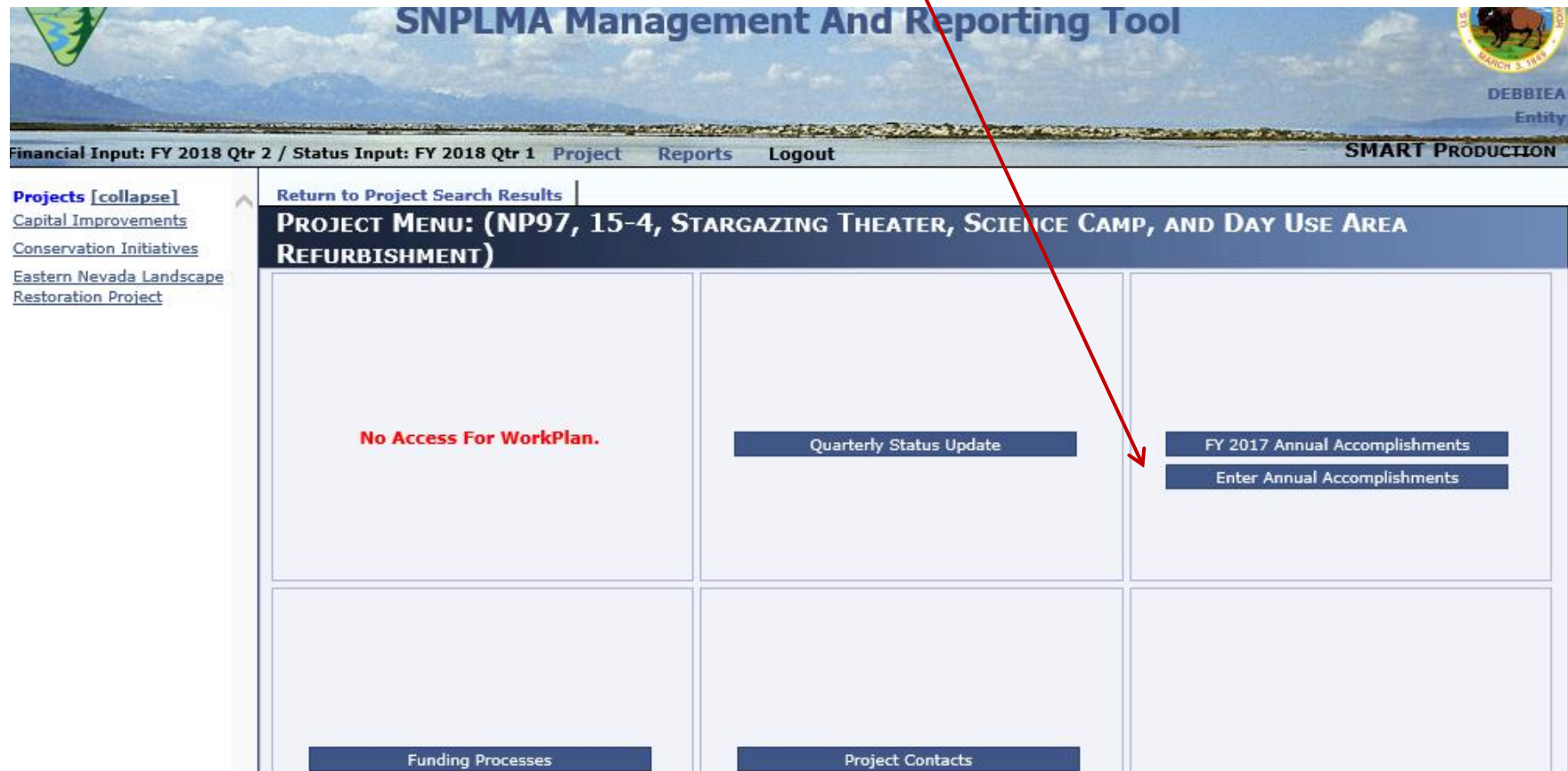
5 items found, displaying all items.

Type	First Name	Last Name	Position Title	Phone Number 1	Phone Number 2	Email	Actions
Financial Specialist	Anita	Hansen	Administrative Officer	775-234-7501		anita_hansen@nps.gov	<a href="#">Edit</a>
Other	Tod	Williams	Chier-Planning and Resources	775-234-7560			<a href="#">Edit</a>
Other	Curt	Dimirick	Superintendent	775-234-7502		curt_dimirick@nps.gov	<a href="#">Edit</a>
Project Manager	Anita	Hansen	Project Manager	775-234-7530		Anita_hansen@nps.gov	<a href="#">Edit</a>
SNPLMA Program Manager	Robert	Taylor	Capital Improvements Program Manager	702-515-5139		r50taylo@blm.gov	<a href="#">Edit</a>

## STEP 5: ANNUAL ACCOMPLISHMENTS

There are two times that partners must enter annual accomplishments. One time is in the first quarterly report of a new fiscal year for the previous fiscal year and the other is at project closeout.

Return to the Project Menu. ➤ Click on “Enter Annual Accomplishments”

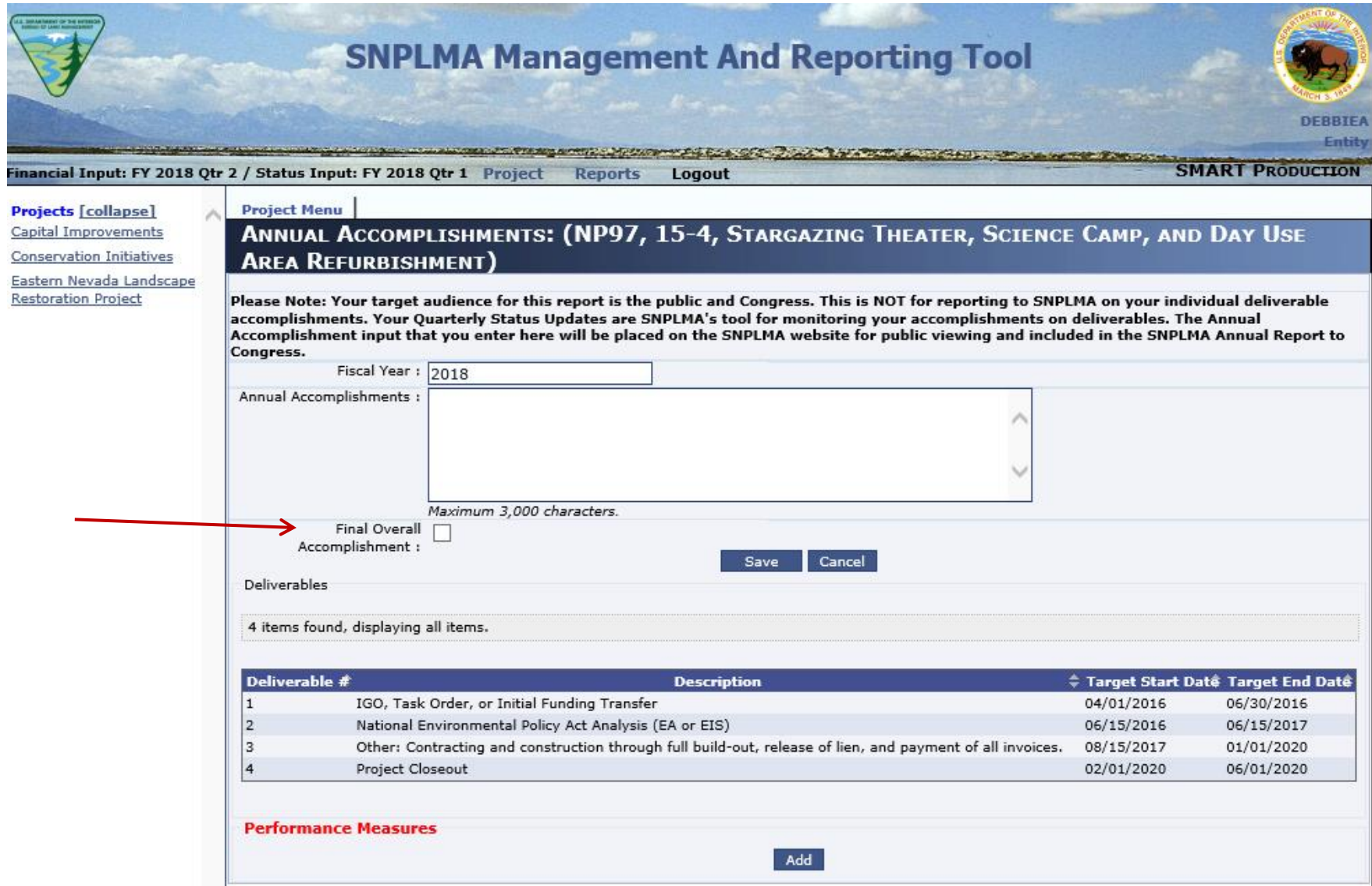


In Q1 of the New Fiscal Year describe the overall project accomplishments, progress, milestones achieved in the prior fiscal year. Double check with your Program Manager on specific requirements and needs.

**Project Closeout:** Summarize the overall project accomplishments from beginning through completion. Closeout accomplishments must include the SNPLMA performance measures with applicable numeric measurement accomplished by the project (see Appendix J-3 in the Implementation Agreement – Part II, dated February 5, 2013, for the performance measures).



- Click the Checkbox for “Final Overall Accomplishment” if it is the last time you will be reporting and the project is going to “Closed”



The screenshot shows the SNPLMA Management And Reporting Tool interface. At the top, there's a header with the BLM logo on the left, the title "SNPLMA Management And Reporting Tool" in the center, and the BLM logo with "DEBBIEA Entity" on the right. Below the header, there's a navigation bar with "Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1" and links for "Project", "Reports", and "Logout". On the right of the navigation bar is "SMART PRODUCTION".

On the left side, there's a sidebar with a "Project Menu" and a list of links: "Projects [collapse]", "Capital Improvements", "Conservation Initiatives", "Eastern Nevada Landscape", and "Restoration Project".

The main content area is titled "ANNUAL ACCOMPLISHMENTS: (NP97, 15-4, STARGAZING THEATER, SCIENCE CAMP, AND DAY USE AREA REFURBISHMENT)". Below the title, there's a note: "Please Note: Your target audience for this report is the public and Congress. This is NOT for reporting to SNPLMA on your individual deliverable accomplishments. Your Quarterly Status Updates are SNPLMA's tool for monitoring your accomplishments on deliverables. The Annual Accomplishment input that you enter here will be placed on the SNPLMA website for public viewing and included in the SNPLMA Annual Report to Congress."

Below the note, there's a "Fiscal Year" dropdown menu set to "2018". Below that is a large text area for "Annual Accomplishments" with a "Maximum 3,000 characters" limit. A red arrow points to the "Final Overall Accomplishment" checkbox, which is currently unchecked. Below the text area are "Save" and "Cancel" buttons.

Below the "Save" and "Cancel" buttons is a section titled "Deliverables" with a message "4 items found, displaying all items." Below this is a table with 4 columns: "Deliverable #", "Description", "Target Start Date", and "Target End Date".

Deliverable #	Description	Target Start Date	Target End Date
1	IGO, Task Order, or Initial Funding Transfer	04/01/2016	06/30/2016
2	National Environmental Policy Act Analysis (EA or EIS)	06/15/2016	06/15/2017
3	Other: Contracting and construction through full build-out, release of lien, and payment of all invoices.	08/15/2017	01/01/2020
4	Project Closeout	02/01/2020	06/01/2020

Below the table is a section titled "Performance Measures" with an "Add" button.


- Click “Save” when done entering your Accomplishment.



Performance Measure can now be entered separate and no longer included with your Annual Accomplishment's Narrative. The choices available for you to choose from are customized to your particular program.

- 

# SNPLMA Management And Reporting Tool



Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1
Project Reports Logout
SMART PRODUCTION

**Projects** [collapse]

[Capital Improvements](#)

[Conservation Initiatives](#)

[Eastern Nevada Landscape Restoration Project](#)

Project Menu

## ANNUAL ACCOMPLISHMENTS: (NP97, 15-4, STARGAZING THEATER, SCIENCE CAMP, AND DAY USE AREA REFURBISHMENT)

Please Note: Your target audience for this report is the public and Congress. This is NOT for reporting to SNPLMA on your individual deliverable accomplishments. Your Quarterly Status Updates are SNPLMA's tool for monitoring your accomplishments on deliverables. The Annual Accomplishment input that you enter here will be placed on the SNPLMA website for public viewing and included in the SNPLMA Annual Report to Congress.

Fiscal Year :

Annual Accomplishments :

Maximum 3,000 characters.

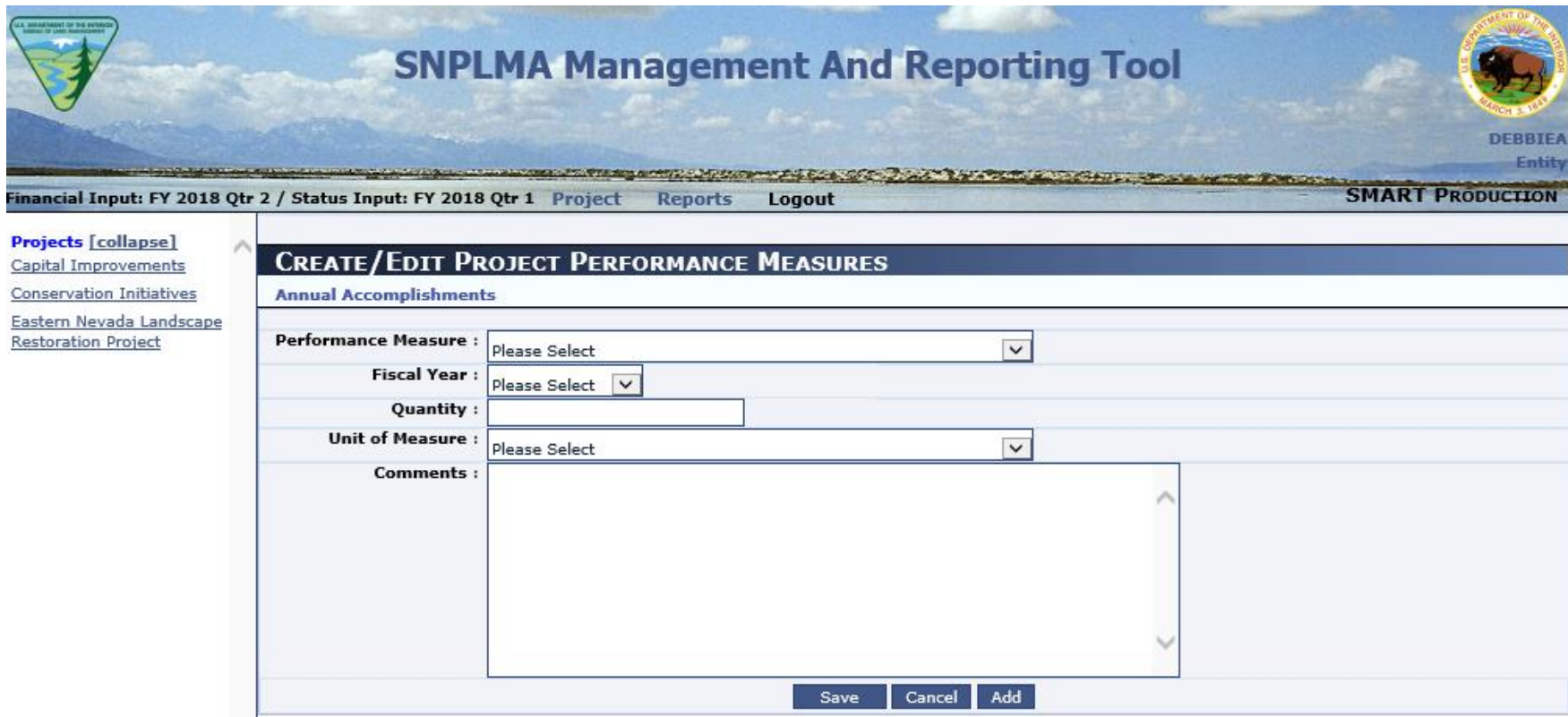
Final Overall Accomplishment : ☐

Deliverables

4 items found, displaying all items.

Deliverable #	Description	Target Start Date	Target End Date
1	IGO, Task Order, or Initial Funding Transfer	04/01/2016	06/30/2016
2	National Environmental Policy Act Analysis (EA or EIS)	06/15/2016	06/15/2017
3	Other: Contracting and construction through full build-out, release of lien, and payment of all invoices.	08/15/2017	01/01/2020
4	Project Closeout	02/01/2020	06/01/2020

Performance Measures



**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout SMART PRODUCTION

**CREATE/EDIT PROJECT PERFORMANCE MEASURES**

**Annual Accomplishments**

Performance Measure : Please Select

Fiscal Year : Please Select

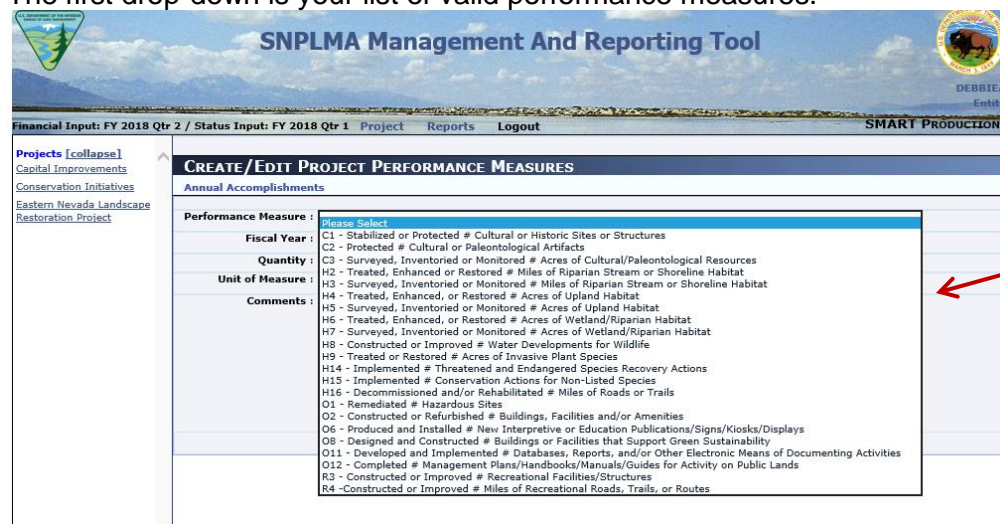
Quantity :

Unit of Measure : Please Select

Comments :

Save Cancel Add

The first drop-down is your list of valid performance measures.



**SNPLMA Management And Reporting Tool**

Financial Input: FY 2018 Qtr 2 / Status Input: FY 2018 Qtr 1 Project Reports Logout SMART PRODUCTION

**CREATE/EDIT PROJECT PERFORMANCE MEASURES**

**Annual Accomplishments**

Performance Measure : Please Select

Fiscal Year :

Quantity :

Unit of Measure :

Comments :

C1 - Stabilized or Protected # Cultural or Historic Sites or Structures  
 C2 - Protected # Cultural or Paleontological Artifacts  
 C3 - Surveyed, Inventoried or Monitored # Acres of Cultural/Paleontological Resources  
 H2 - Treated, Enhanced or Restored # Miles of Riparian Stream or Shoreline Habitat  
 H3 - Surveyed, Inventoried or Monitored # Miles of Riparian Stream or Shoreline Habitat  
 H4 - Treated, Enhanced, or Restored # Acres of Upland Habitat  
 H5 - Surveyed, Inventoried or Monitored # Acres of Upland Habitat  
 H6 - Treated, Enhanced, or Restored # Acres of Wetland/Riparian Habitat  
 H7 - Surveyed, Inventoried or Monitored # Acres of Wetland/Riparian Habitat  
 H8 - Constructed or Improved # Water Developments for Wildlife  
 H9 - Treated or Restored # Acres of Invasive Plant Species  
 H14 - Implemented # Threatened and Endangered Species Recovery Actions  
 H15 - Implemented # Conservation Actions for Non-Listed Species  
 H16 - Decommissioned and/or Rehabilitated # Miles of Roads or Trails  
 O1 - Remediated # Hazardous Sites  
 O2 - Constructed or Refurbished # Buildings, Facilities and/or Amenities  
 O6 - Produced and Installed # New Interpretive or Education Publications/Signs/Kiosks/Displays  
 O8 - Designed and Constructed # Buildings or Facilities that Support Green Sustainability  
 O11 - Developed and Implemented # Databases, Reports, and/or Other Electronic Means of Documenting Activities  
 O12 - Completed # Management Plans/Handbooks/Manuals/Guides for Activity on Public Lands  
 R3 - Constructed or Improved # Recreational Facilities/Structures  
 R4 - Constructed or Improved # Miles of Recreational Roads, Trails, or Routes

You will be entering each performance measure one at a time. You will only see the PM's that are relevant to your program.

The second drop-down is your list of valid Fiscal Years

Since you can select from and enter PM's for any Fiscal Year you will only see the entry under Annual Accomplishments for the current FY. You will not see entry available at the bottom of the AA entry screen for the previous FY. Just enter any PM via the current FY screen.

The third drop-down is your list of valid "Units of Measure"

You may notice that there is not a "Delete" button. If you make a mistake contact your Program Manager and let them know. This entry here in SMART is only for gathering the data it is then taken from here and exported to the SNPLMA Financial DB where it can be used for reporting.

➤ Click the **Save** when you are done entering your PM and then **Add** to enter the next one. You will back out of this screen by clicking on **Annual Accomplishments**.

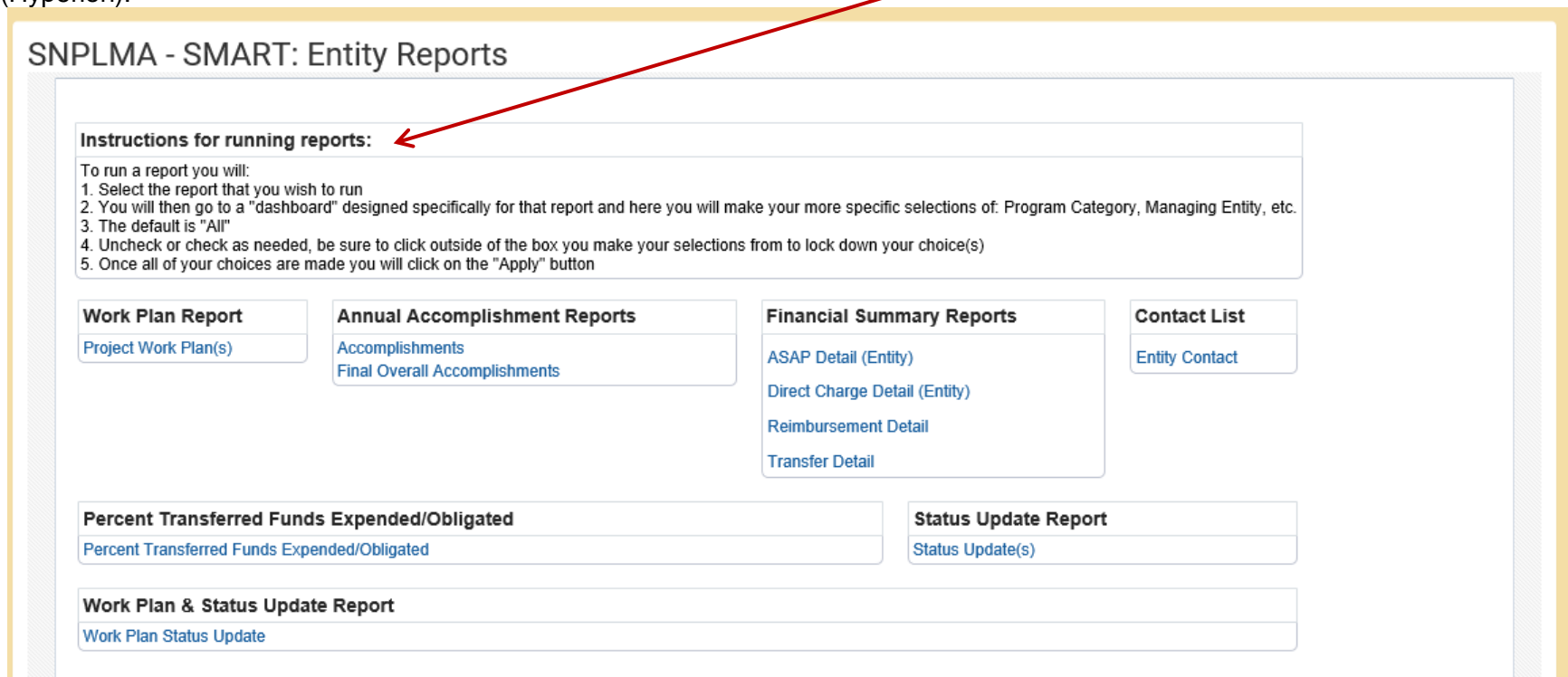


## Step 7: ACCESSING REPORTS



➤ **Click on Reports from any page to get to the Report menu.** Reports are opened in a new window so closing reports will not close SMART.

Reports are done using a new application referred to as OBIEE and now operate a bit differently from the old reporting application (Hyperion).

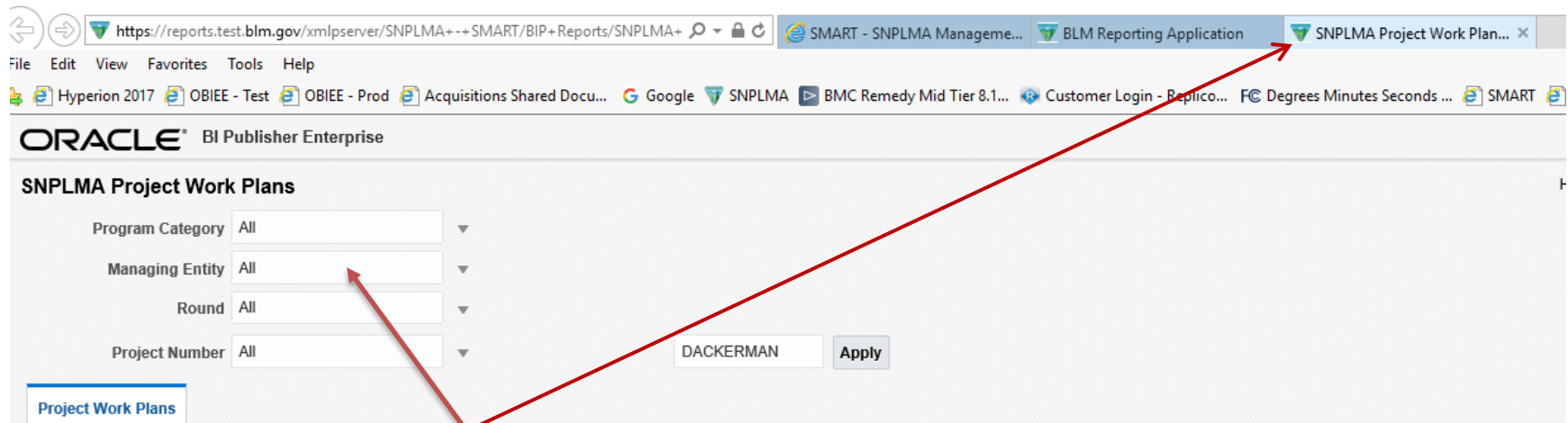




New instructions are included at the top of the screen to help you out. I will go through some of the quirks of using this new application here.

1st now you will select your report. Previously you made your parameter selections prior to selecting your report. Now because of how OBIEE works there are individual “parameter selections” or “dashboards” for each report.

Example: Here is the “dashboard” for the Project Work Plan(s) Report

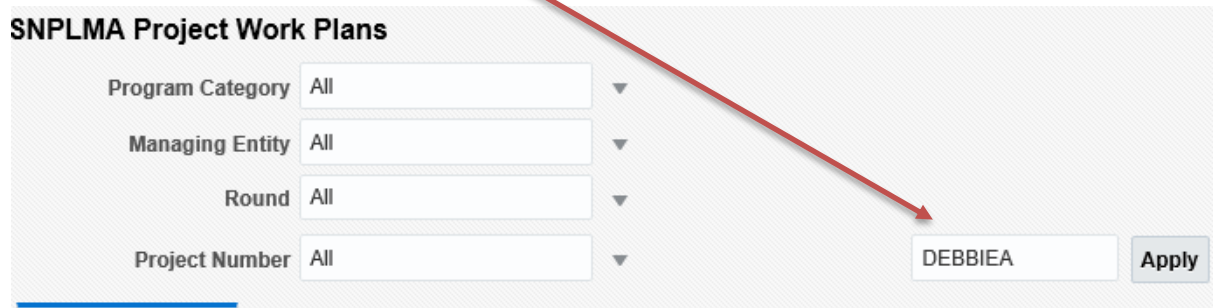


This will open up on a new Tab.

Note that the default parameters are “All”.

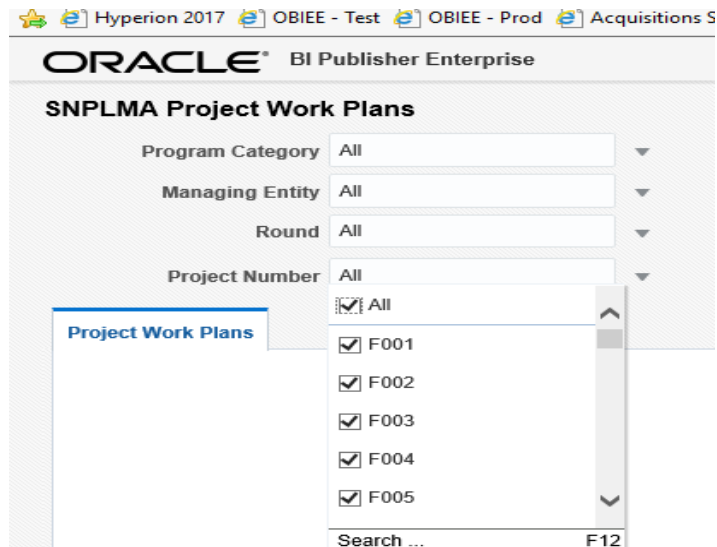
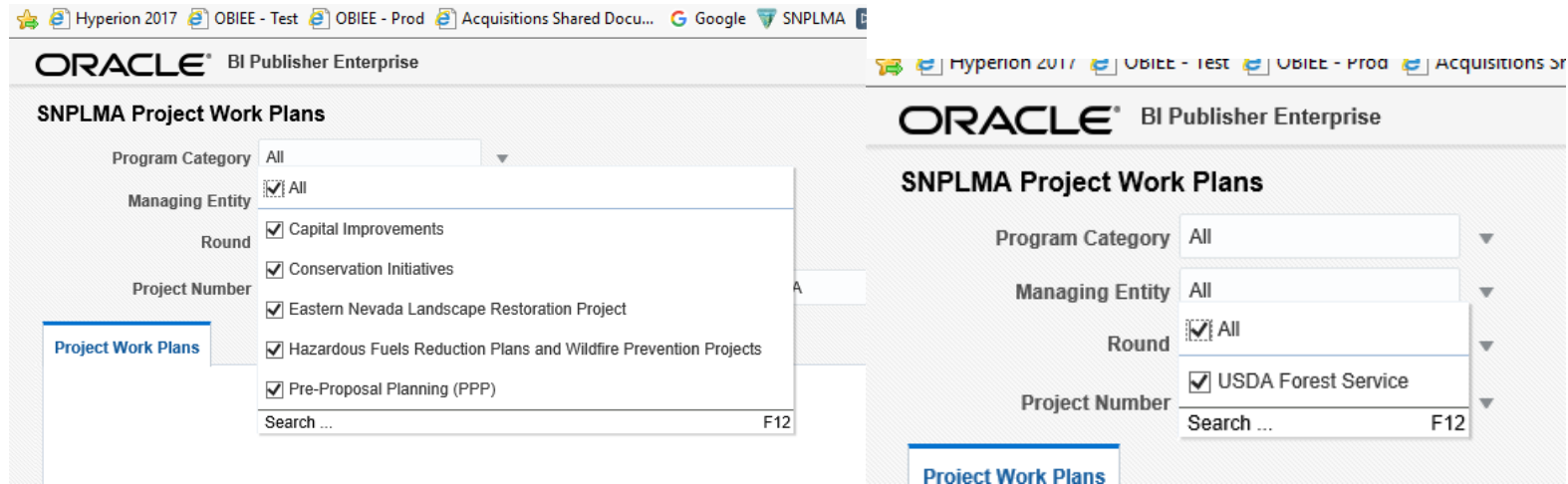
So be sure to make your parameter selections before running anything.

You also can see your login name displayed on the dashboard.



This is so that the application knows who you are and therefore knows what you can see and run reports for.

The drop-downs for parameters will only display what you are programmed to view/see projects for.



**Note you can easily see the list of all your projects and not just the “Active” projects making easier to run reports for any project regardless of the status.**

**Making your selections is a little tricky now.**

Oracle BI Publisher Enterprise

SNPLMA Project Work Plans

Program Category: Eastern Nevada Landscape F

Managing Entity: All

Round: ☐ Capital Improvements  
☐ Conservation Initiatives  
☒ Eastern Nevada Landscape Restoration Project  
☐ Hazardous Fuels Reduction Plans and Wildfire Prevention Projects  
☐ Pre-Proposal Planning (PPP)

Project Number: [ ]

Apply

Once you make your initial selection, as I have here of ENLRP, you then need to “click” anywhere to lock that choice in. For example click here.

Do not click on the Apply button as that will “run” the report.

Once you have made all of your selections click on Apply

You will see the following dialog box:

Internet Explorer

What do you want to do with SNPLMA Project Work Plans\_Project Work Plans.pdf?

From: reports.blm.gov

→ Open  
The file won't be saved automatically.

→ Save

→ Save as

Cancel

Clicking on Save will save a PDF to your Download folder and you will have to go there and open the report and print from the Application you use for PDF's. It will save as SNPLMA "The Name of the Report".pdf (SNPLMA Project Work Plans\_Project Work Plans.pdf for example).

Clicking on Save as will open a dialog box that will allow you to browse and save where you want to save it to and allow you to give it a more meaningful name.

Clicking on Open will open the report on the screen:

The screenshot displays the Oracle BI Publisher Enterprise web interface. At the top, the header includes the Oracle logo, 'BI Publisher Enterprise', a search bar, and links for 'Home', 'Catalog', 'New', 'Open', 'Signed In As', and 'Sign Out'. The main content area is titled 'SNPLMA Project Work Plans'. On the left, there are filters for 'Program Category', 'Managing Entity', 'Round', and 'Project Number', all set to 'All'. A text input field contains 'DEBBIEA' and an 'Apply' button. Below the filters, a tab labeled 'Project Work Plans' is active. The report content is centered and includes the title 'SNPLMA Project Work Plan' in blue, followed by the text 'North Lake Tahoe Fire Protection District', 'Hazardous Fuels Reduction Plans and Wildfire Prevention Projects', and '13-1: Upper Third Creek Fuels Reduction(NT01)'. Below this text is a table with four columns: 'Del #', 'Deiverable', 'Target Start Date', and 'Target End Date'. The first row of data shows '1' in the 'Del #' column, 'Fuels Treatment (hand) Inside WUI' in the 'Deiverable' column, '06/01/2013' in the 'Target Start Date' column, and '12/31/2017' in the 'Target End Date' column. Below the table, the text 'Comments:' is followed by a blue link 'Responsible Entity' which points to 'North Lake Tahoe Fire Protection District'.

Del #	Deiverable	Target Start Date	Target End Date
1	Fuels Treatment (hand) Inside WUI	06/01/2013	12/31/2017

Comments: [Responsible Entity](#)  
North Lake Tahoe Fire Protection District

From here you can:



1. physically print the report

2. save the report

3. size the report so you can see more or less of the report

4. use Adobe to do more with it – Using Adobe will bring up a “new” screen with more ways to get the report how you want.

Oracle BI Publisher Enterprise

SNPLMA Project Work Plans

Program Category All  
Managing Entity All  
Round All  
Project Number All

DEBBIEA Apply

Project Work Plans

1 / 10

SNPLMA Project Work Plan

North Lake Tahoe Fire Protection District  
Hazardous Fuels Reduction Plans and Wildfire Prevention Projects  
13-1: Upper Third Creek Fuels Reduction(NT01)

Del #	Deliverable	Target Start Date	Target End Date
1	Fuels Treatment (hand) Inside WUI	06/01/2013	12/31/2017

Comments:

Responsible Entity  
North Lake Tahoe Fire Protection District

Task # Task Description North Lake Tahoe Fire Protection District

1 Unit layout and other prep work.

Comments:

Sub Task # Sub Task Description North Lake Tahoe Fire Protection District

1 Flag boundaries and avoidance areas.

Comments:

Sub Task # Sub Task Description North Lake Tahoe Fire Protection District

2 Mark trees.

Comments:

Sub Task # Sub Task Description North Lake Tahoe Fire Protection District

3 Pre-treatment photo monitoring.

Comments:

Task # Task Description North Lake Tahoe Fire Protection District

2 Implement hand-thinning treatment.

Comments:

Task # Task Description North Lake Tahoe Fire Protection District

3 Burn slash piles.

Comments:

Task # Task Description North Lake Tahoe Fire Protection District

4

Comments:

5

Comments:

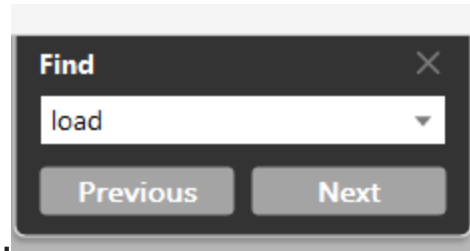
Comment

Fill & Sign

Store and share files in the Document Cloud

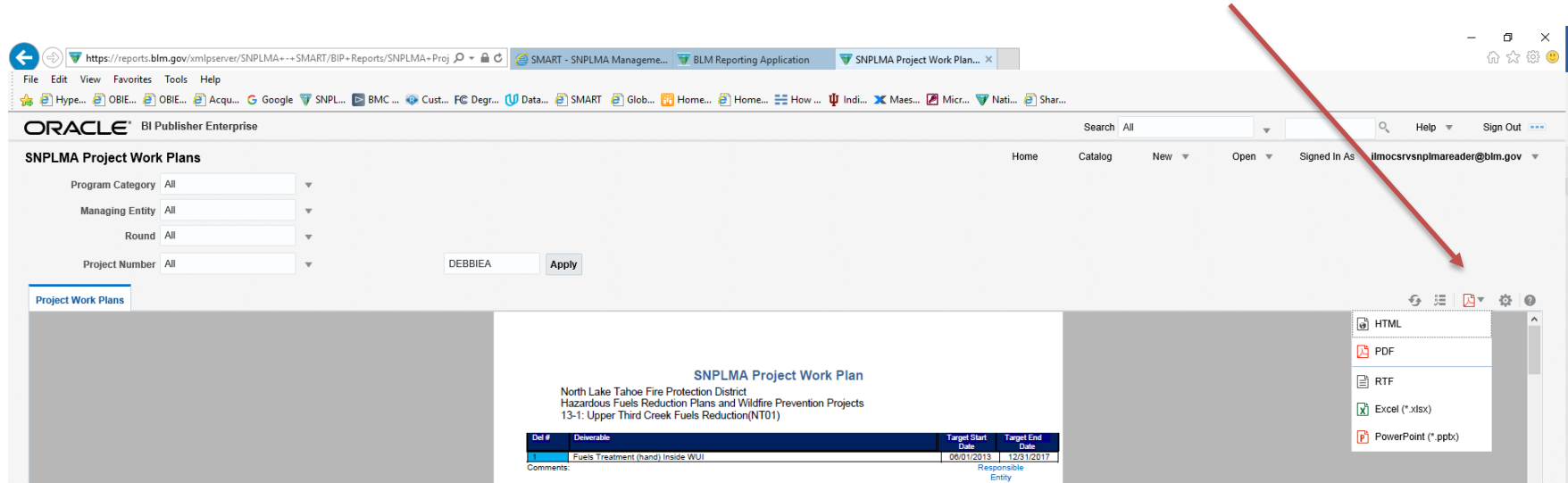
Learn More

You can now see some of the features of your PDF Program on the screen.



You can even search/find items on the report .

You can also take advantage of these additional options of what to do with the report from here:



Clicking on Save will save a PDF to your Download folder and you will have to go there and open the report and print from the Application you use for PDF's. It will save as SNPLMA "The Name of the Report".pdf (SNPLMA Project Work Plans\_Project Work Plans.pdf for example).

Clicking on Save as will open a dialog box that will allow you to browse and save where you want to save it to and allow you to give it a more meaningful name.

## SUMMARY

The first step should be completed for all new projects. Steps two through six should be repeated for each project that is not either closed or terminated.

- Problems, issues, and errors should be reported by email to the System Administrator, Deb Ackerman at [dackerman@blm.gov](mailto:dackerman@blm.gov). If she cannot resolve the help request, she will submit a remedy ticket to the NOC.
- Requests to reset BASS passwords should be sent to Deb Ackerman at [dackerman@blm.gov](mailto:dackerman@blm.gov) with the Subject Line “**Reset BASS Password.**” Your user logon ID needs to be included in the body of the email.
- For questions on this manual or other “how to” questions, you may email Deb Ackerman at [dackerman@blm.gov](mailto:dackerman@blm.gov) or call her at 702-515-5130.
- As always, you may contact your Program Manager for assistance with your status entries.